



STATE OF SOUTH CAROLINA
DEPARTMENT OF MOTOR VEHICLES
MOTOR CARRIER SERVICES



INTERNATIONAL REGISTRATION PLAN
INSTRUCTION MANUAL



South Carolina Department of Motor Vehicles

Motor Carrier Services

International Registration Plan

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TABLE OF CONTENTS

INTRODUCTION.....	4
THE PURPOSE OF IRP.....	5
MEMBER JURISDICTIONS.....	6
ABBREVIATIONS OF JURISDICTIONS	7
SELECTION OF BASE JURISDICTION.....	8
ESTABLISHED PLACE OF BUSINESS	9
IRP DEFINITIONS	10
EXEMPT VEHICLES & PRISM.....	14
HOUSEHOLD GOODS CARRIERS	19
PRIVATE CARRIER & RENTAL COMPANIES	20
RENTAL PASSENGER VEHICLES & FOR HIRE BUSES	23
APPLICATION PROCESS-NEW REGISTRATIONS.....	24
IRP HELP CHART	25
INSTRUCTIONS FOR COMPLETING SCHEDULE A/E	26
INSTRUCTIONS FOR COMPLETING SCHEDULE B.....	31
DISTANCE ESTIMATES & CALCULATION OF APPORTION PERCENTAGES.....	32
CREDENTIALS FOR APPORTIONED REGISTRATION & CONTENTS OF THE CAB CARD.....	36
INSTRUCTIONS FOR COMPLETING SCHEDULE C	37
TEAR (TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION).....	40
INSURANCE REQUIREMENTS & HEAVY VEHICLE USE TAX.....	41
SUBMITTING PAYMENT	42
PARTIAL PAYMENT.....	42
NEW FLEETS, FLEET CONSOLIDATION & CANCELLATION OF REGISTRATION...	43
PLATES OF WITHDRAWN VEHICLES.....	43
REPLACEMENT CAB CARD, REPLACEMENT LICENSE PLATE & ADDING/DELETING VEHICLES	44
ADDED JURISDICTIONS	44
VARIANCES OF REGISTERED WEIGHT & WEIGHT INCREASES	45
REFUNDS.....	50
AUDITS, ASSESSMENTS & PENALTIES.....	50
ALLOCATED VEHICLES & C.A.R.P	53
AUDIT REPORTING.....	53
TRIP PERMITS.....	56
IRP REGISTRATION AGENCIES	58
MOTOR FUEL TAX AGENCIES.....	63
OPERATING AUTHORITIES.....	67
VEHICLE MAKE ABBREVIATIONS.....	70
SOUTH CAROLINA COUNTY CODES	71

INTRODUCTION

This manual has been prepared as a guide for obtaining apportioned registration in South Carolina and to assist South Carolina based carriers who register their vehicles with other jurisdictions who are a member of the International Registration Plan. We urge you to read these instructions carefully and should further assistance be necessary, do not hesitate to contact us Monday thru Friday; 8:30 a.m. – 5:00 p.m. Same-day service is available for some transactions received by 4:00 p.m. Be sure to have your account number available when calling or visiting our office.

When applying for an apportioned license, you must use the forms described in this manual. To avoid the return of your application, be sure all requested information is completed on each form. Do not send license fees with your application, unless the transaction is a replacement plate or duplicate cab card. You will be billed for total license fees due to South Carolina and other jurisdictions on all other transactions. This will ensure correct payment and avoid over or under payments. Acceptable forms of payment shall be cash, check, cashiers check or money order. Accounts that have had dishonored checks must pay with cash or money order.

The purpose of the International Registration Plan (IRP) is to promote and encourage the fullest possible use of the highway system by authorizing the proportional registration of fleets of vehicles and the recognition of vehicles proportionally registered in other jurisdictions, thus contributing to the economic and social development and growth of all jurisdictions.

In accordance with the Plan an interstate carrier is only required to submit an application with the jurisdiction in which they are based. The base jurisdiction in turn issues the apportioned license plate and cab card. Inasmuch as the cab card will list all jurisdictions in which the applicant has paid registration fees, it is the only vehicle registration required to operate interstate or intrastate in IRP jurisdictions. However, all other requirements pertaining to fuel or any other tax must be in compliance prior to entry into each jurisdiction.

“Apportionable vehicles” are any power units that are used or intended for use in two or more member jurisdictions and that is used for the transportations of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- i. Has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- ii. Has three or more axles, regardless of weight, or
- iii. Is used in combination, when the gross vehicle weight of such combinations exceeds 26,000 pounds (11,793.401 kilograms).

The intent of the registrant or applicant to operate a vehicle in two or more member jurisdictions is to be considered as an objective fact, determined from all the circumstances of the particular case. The fact that a vehicle is not used in more than one jurisdiction for the entirety of a registration year and for six additional months gives rise to a presumption that the registrant did not intend to use the vehicle in more than one member jurisdiction. Such a presumption may be overcome, however, by other circumstances presented by the registrant.

Recreational vehicle, a vehicle displaying restricted plates, a bus used in the transportation of chartered parties or a government-owned vehicle, is not an apportionable vehicle; except that truck tractor or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793,401), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the registrant.

Vehicles, or combinations thereof, having a gross vehicle weight or registered gross vehicle weight of 26,000 pounds or less and two-axle vehicles may be proportionally registered at the option of the registrant.

WHAT JURISDICTIONS ARE MEMBERS OF THE IRP PLAN?

★ Alberta	Illinois	Nebraska	Oregon
Alabama	Indiana	New Brunswick	Pennsylvania
Alaska	Kansas	★ Newfoundland/	★ Prince Edward Island
Arkansas	Kentucky	Labrador	★ Quebec
Arizona	Louisiana	New Hampshire	Rhode Island
★ British Columbia	Maine	New Jersey	★ Saskatchewan
California	★ Manitoba	New Mexico	South Carolina
Colorado	Maryland	New York	South Dakota
Connecticut	Massachusetts	Nevada	Tennessee
Delaware	Mexico	North Carolina	Texas
Dist of Columbia	Michigan	North Dakota	Utah
Florida	Minnesota	★ Nova Scotia	Vermont
Georgia	Mississippi	Ohio	Virginia
Iowa	Missouri	Oklahoma	Washington
Idaho	Montana	Ontario	West Virginia
			Wisconsin
			Wyoming
			★ Yukon Territory

ABBREVIATIONS FOR JURISDICTIONS

Alabama	AL	★ New Brunswick	NB
Alaska	AK	★ Newfoundland/Labrador	NL
★ Alberta	AB	New Hampshire	NH
Arizona	AZ	New Jersey	NJ
Arkansas	AR	New Mexico	NM
★ British Columbia	BC	New York	NY
California	CA	North Carolina	NC
Colorado	CO	North Dakota	ND
Connecticut	CT	★ Northwest Territory	NT
Delaware	DE	★ Nova Scotia	NS
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	★ Ontario	ON
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	★ Prince Edward Island	PE
Iowa	IA	★ Quebec	PQ
Kansas	KS	Rhode Island	RI
Kentucky	KY	★ Saskatchewan	SK
Louisiana	LA	South Carolina	SC
Maine	ME	South Dakota	SD
★ Manitoba	MB	Tennessee	TN
Maryland	MD	Texas	TX
Massachusetts	MA	Utah	UT
Mexico	MX	Vermont	VT
Michigan	MI	Virginia	VA
Minnesota	MN	Washington	WA
Mississippi	MS	West Virginia	WV
Missouri	MO	Wisconsin	WI
Montana	MT	Wyoming	WY
Nebraska	NE	★ Yukon Territory	YT
Nevada	NV		

★ CANADIAN PROVINCES

SECTION 305-SELECTION OF BASE JURISDICTION:

- a)** An applicant may elect as its base jurisdiction any member jurisdiction (i) where the applicant has an established place of business, (ii) where the fleet the applicant seeks to register under the Plan accrues distance, and (iii) where operational records of the fleet are maintained or can be made available.
- b)** An applicant that does not have an established place of business in any jurisdiction may designate as a base jurisdiction any member jurisdiction (i) where the applicant can demonstrate residence, (ii) where the fleet the applicant seeks to register under the Plan accrues distance, and (iii) where operational records of the fleet are maintained or can be made available.
- c)** To establish residence in a member jurisdiction, an applicant must demonstrate to the satisfaction of the member jurisdiction at least three of the following:
 - (i) If the applicant is an individual, that his or her driver's license is issued by that jurisdiction,
 - (ii) If the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction,
 - (iii) If the applicant is a corporation, that the principal owner is a resident of that jurisdiction,
 - (iv) That the applicant's federal income tax returns have been filed from an address in that jurisdiction,
 - (v) That the applicant has paid personal income taxes to that jurisdiction,
 - (vi) That the applicant has paid real estate or personal property taxes to that jurisdiction,
 - (vii) That the applicant receives utility bills in that jurisdiction in its name,
 - (viii) That the applicant has a vehicle titled in that jurisdiction in its name, or
 - (ix) That other factors clearly evidence the applicant's legal Residence in that jurisdiction

“ESTABLISHED PLACE OF BUSINESS” means a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant’s or registrant’s trucking related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have a land line telephone service at the physical structure.

Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

Acceptable documents: Utility bill, rental agreement, if leasing a place of business, driver license, Federal Income Tax Return, personal (State) income tax return, real estate (property) tax, articles of incorporation for the State of South Carolina.

An applicant or registrant that does not have an established place of business in any jurisdiction may designate as a base jurisdiction any member jurisdiction where:

- the applicant or registrant can demonstrate residence;
- where the fleet the applicant or registrant seeks to register under the plan accrues distance and;
- where operational records of the fleet are maintained or can be made available.

INTERNATIONAL REGISTRATION PLAN DEFINITIONS

- **Applicant** – means a person in whose name an application is filed for registration under IRP.
- **Apportionable Fee** – mean any periodic recurring fee or tax required for registering vehicles, such as registration, license, or weight fees.
- **Apportioned Vehicle** – means any Apportionable vehicle that has been registered under IRP.
- **Audit** – means the physical examination of a registrant’s operational records, including source documents, to verify the distances reported in the registrant’s application for apportioned registration and the accuracy of the registrant’s record-keeping system for its fleet. Such an examination may be of multiple fleets for multiple years.
- **Auxiliary Axle** – means any auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a semi-trailer to a trailer.
- **Axle** – an assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway.
- **Base Jurisdiction** – the member jurisdiction, to which an applicant applies for apportioned registration under the plan or the member jurisdiction that issues apportioned registration to an registrant under the plan.
- **“Base” Plate** – the license plate, including renewal decals, if any, issued for a vehicle registered under the plan by the base jurisdiction.
- **Cab Card** - means an evidence of registration, other than a plate, issued for an apportioned vehicle registered under the Plan by the base jurisdiction and carried in or on the identified vehicle.
- **Chartered Party** – a group of persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.
- **Combination of Vehicles**- means a power unit used in combination with one or more Trailers, Semi-Trailers or Auxiliary Axles.
- **Credentials** - means the cab card and plate issued in accordance with the Plan.
- **Established Place of Business** – a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant’s or registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have landline telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

- **Estimated Distance** – either (i) the anticipated distance a fleet is expected to travel in a member jurisdiction during an applicable registration year as reported by an applicant or (ii) the distance assigned to the fleet by the base jurisdiction as determined in section 320.
- **Fleet** – means one or more apportionable vehicles designated by a registrant for distance reporting under the Plan.
- **Household Goods Carrier** – means a carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature of value, requires the specialized handling and equipment commonly employed in moving household goods.
- **In-jurisdiction Distance** – all of the distance operated during the reporting period or the distance estimated to be operated by a fleet in a particular member jurisdiction for the registration year.
- **Interjurisdiction Movement** – vehicle movement between or through two or more jurisdictions.
- **Intrajurisdiction Movement** – vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.
- **Jurisdiction** – a country or a state, province, territory, possession, or federal district of a country.
- **Lease** – a transaction evidenced by a written document in which a lessor vests exclusive possession, control, and responsibility for the operation of a vehicle in a lessee for a specific term. A **long-term** lease is for a period of 30 calendar days or more. A **short-term** lease is for a period of less than 30 calendar days.
- **Lessee** – a person that is authorized to have exclusive possession and control of a vehicle owned by another under terms of a lease agreement.
- **Lessor** – a person that, under the terms of a lease agreement, authorized another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.
- **Member Jurisdiction** – a jurisdiction that has applied and has been approved for membership in the plan in accordance with Section 1100 of the Plan.
- **Motor Vehicle** – a vehicle which is self-propelled by power other than muscular power and which does not move on a rail.
- **Operational Records** – source documents that evidence distance traveled by a fleet in each member jurisdiction, such as fuel reports, trip sheets, and driver logs, including those which may be generated through on-board recording devices and maintained electronically as required by the APM (Audit Procedure Manual).
- **“Person”** – means a natural person or business entity such as a corporation, partnership, or limited liability company.
- **“Pool”** – with respect to motor bus operations, means an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic services, or any part of their earnings.
- **Power Unit** – means a Motor vehicle (but not including an automobile or motorcycle), as distinguished from a trailer, semi-trailer, or an auxiliary axle.
- **“PRISM”** – stands for Performance and Registration Information Systems Management, a system to track the safety of commercial vehicles.

- **Preceding Year** – the period of twelve consecutive months immediately prior to July 1st of the year immediately preceding the commencement of the registration or license year for which proportional registration is sought.
- **“Properly Registered Vehicle”** - means a vehicle, which has been registered in full compliance with the laws of all jurisdictions in which it is intended to operate.
- **Reciprocity** – the reciprocal grant by one jurisdiction of operating rights or privileges to properly registered vehicles registered by another jurisdiction, especially but not exclusively including privileges generally conferred by vehicle registration.
- **Reciprocity Agreement**- an agreement, arrangement, or understanding between two or more jurisdictions under which each of the participating jurisdiction grants reciprocal rights or privileges to properly registered vehicles that are registered under the laws of other participating jurisdictions.
- **Reciprocity Distance** – the distance traveled by Apportionable vehicles in jurisdictions which are not member jurisdictions and which grant reciprocity without charge.
- **Recreational Vehicle** – a vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.
- **Registrant** – a person in whose name a properly registered vehicle is registered.
- **Registration Year** – the twelve-month period during which, under the laws of the base jurisdiction, the registration issued to a registrant by the base jurisdiction is valid.
- **Rental Fleet** – vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.
- **Rental Owner** – means someone who rents vehicles to others with or without drivers.
- **Rental Vehicle** – a vehicle of a rental fleet.
- **Rental Transaction** – for the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.
- **Reporting Period** – except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the Registration year for which apportioned registration is sought. If the registration year begins on any date in July, August, or September, the reporting period shall be the previous such twelve-month period.

IF THE FIRST MONTH OF THE REGISTRATION YEAR IS:	THE REPORTING PERIOD IS:
January 2008	July 1, 2006 – June 30, 2007
February 2008	July 1, 2006 – June 30, 2007
March 2008	July 1, 2006 – June 30, 2007
April 2008	July 1, 2006 – June 30, 2007
May 2008	July 1, 2006 – June 30, 2007
June 2008	July 1, 2006 – June 30, 2007
July 2008	July 1, 2006 – June 30, 2007
August 2008	July 1, 2006 – June 30, 2007
September 2008	July 1, 2006 – June 30, 2007
October 2008	July 1, 2007 – June 30, 2008
November 2008	July 1, 2007 – June 30, 2008
December 2008	July 1, 2007 – June 30, 2008

- **“Residence”** - means the status of an applicant or a registrant as a resident of a member jurisdiction.
- **Restricted Plate** – a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the jurisdiction that issues the plate.
- **Semi-Trailer** – a vehicle without motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by a towing vehicle.
- **Service Representative** – a person that furnishes facilities and services, including sales, warehousing, motorized equipment, and drivers under contract or other arrangement to a motor carrier for the transportation of household goods.
- **Staggered Registration**- when an annual motor vehicle registration may expire in any month generally 12 months from the month of issuance. South Carolina maintains a system of staggered IRP registration.
- **Total Distance** – all distance, including that accrued on trip permits, operated by a fleet of apportioned vehicles in all member jurisdictions during the reporting period.
- **Tractor** – a motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.
- **Trailer** – a vehicle without motor power, designed to be drawn by a motor vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing vehicle.
- **Trip Lease** – a lease of vehicular equipment to a carrier (lessee) for a single interjurisdictional movement. The term may also include a similar movement, intrajurisdictional, where such movement is authorized under the laws of the jurisdiction.
- **Trip Permit** – a permit issued by a member jurisdiction in lieu of apportioned or full registration.
- **Truck** – a power unit designed, used, or maintained primarily for the transportation of property.
- **Truck Tractor** – a motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.
- **Unladen Weight Permit/ Hunter’s Permits** - Each member jurisdiction shall provide a means of temporary registration of unladen apportionable vehicles. Such registration shall be issued for a minimum fee and for a registered gross weight not in excess of the empty weight of the vehicle or combination of vehicles being registered. The evidence of registration issued under this Section shall be valid in all member jurisdictions.
- **USDOT number** – is a number that serves as a unique identifier when collecting and monitoring a company’s safety information acquired during audits, compliance reviews, crash investigations, and inspections. Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the FMCSA (Federal Motor Carrier Safety Administration) and must have a USDOT number. In addition, commercial intrastate hazardous materials carriers who haul quantities requiring safety permit must register for a USDOT number.

- **Vehicle** – a device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks

EXEMPT VEHICLES

The following types of vehicles are exempt from apportioned registration:

- A.) Recreational vehicles which are used strictly for personal pleasure travel by an individual.
- B.) Farm registered vehicles which are based and registered in a jurisdiction which is a member of the Uniform Prorate Agreement or International Registration Plan, and owned by an individual for the purpose of farming and used by the owner to transport agricultural products produced by the owner, or property purchased by the owner for use on his farm or vehicles displaying restricted plates which have geographic, distance or commodity restrictions.
- C.) Commercial vehicles whose travel is limited to the base jurisdiction such as city pick up and delivery vehicles.
- D.) Buses which are used in the transportation of chartered parties.
- E.) Government owned vehicles.
- F.) Vehicles displaying a restricted plate that are recognized under other Reciprocal Agreement.

PRISM: PERFORMANCE & REGISTRATION INFORMATION SYSTEMS MANAGEMENT

What is PRISM?

Performance and Registration Information Systems Management (PRISM) is a cooperative Federal-State safety program developed to reduce commercial vehicle accidents. PRISM utilizes the commercial vehicle registration process of the States to improve motor carrier safety in two ways:

- By determining the safety fitness of the motor carrier prior to issuing license plates; and
- By motivating the carrier to improve its safety performance either through an improvement process or the application of registration sanctions.

The PRISM program encompasses two major processes, Registration and Enforcement, which are integrated to identify motor carriers and hold them responsible for the safety of their operations. The performance of unsafe carriers is improved through a comprehensive system of identification, education, data gathering, safety monitoring and treatment.

Registration

Within the State commercial vehicle registration process, the International Registration Plan (IRP) provides the framework for the PRISM program by facilitating two vital functions. First, it establishes a system of accountability by ensuring that no vehicle is plated without identifying the responsible carrier for vehicle safety during the registration year. Second, the use of registration sanctions provides a powerful incentive for unsafe carriers to improve their safety performance.

The vehicle registration process ensures that all carriers engaged in interstate commerce are identified through a unique USDOT Number during vehicle registration. The safety fitness of each carrier can then be audited prior to issuing vehicle registrations. Those motor carriers that have been prohibited from operating in interstate commerce by the Federal Motor Carrier Safety administration may be denied registration by the State.

Enforcement

The Motor Carrier Safety Improvement Process (MCSIP) is a data-driven process that systematically uses current safety event information such as accidents, inspections, driver violations, compliance review data and other information to assess and monitor motor carrier safety performance. Safety events are assigned to the motor carrier responsible for the safety of the vehicle and are weighted according to severity, frequency and time since the occurrence.

MCSIP is designed to improve the safety performance of motor carriers through accurate identification, performance monitoring and treatment. Once the carrier exceeds the bounds of the established safety threshold, the motor carrier enters MCSIP. MCSIP provides opportunities for carriers to improve operations and return to a safe condition. Within MCSIP, carriers with potential safety problems are identified and prioritized for an on-site review using the Motor Carrier Safety Status (SafeStat) system developed for the PRISM program. If there is no improvement in the carrier's safety fitness record, a Federal operations out-of-service order and concurrent State registration suspension or revocation is the ultimate penalty. South Carolina has a per vehicle reinstatement fee for any vehicle suspended by the State for a Federal Out Of Service Order.

How does PRISM affect IRP registration?

As noted earlier, the IRP serves as the framework for the PRISM program and is affected through USDOT registration and MCS-150 updates.

- The motor carrier responsible for the safety of every vehicle and the registrant must identify their USDOT Number during the registration process.

- An updated MCS-150 form must be submitted for each registrant and carrier responsible for safety on an IRP account unless the carrier and the registrant have each submitted a form within 12 months prior to the first day of the renewal period, or the motor carrier and the registrant have updated the information directly on the FMCSA web page (<http://www.fmcsa.dot.gov>).

For many IRP accounts, the registrant that maintains the IRP account and the carrier that is responsible for safety are the same entity. Table (A) outlines USDOT Number and MCS-150 update requirements associated with PRISM and IRP registration in these instances.

Table A: IRP account registrant and motor carrier responsible for safety of the vehicles are the same entity.

	<u>Registrant Level</u>	<u>Individual Vehicle Level</u>
USDOT Number Requirement	USDOT Number of the registrant	Same
MCS-150 Requirement	Updated MCS-150 for the IRP registrant required unless one has been submitted within 12 months prior to the first day of the renewal period.	No Additional Requirement
Action	Record the USDOT Number on the IRP Schedule A/E and write "same" in the appropriate column of the individual vehicle section of Schedule A/E.	

In some cases, the IRP account registrant and the carrier responsible for the safety of individual vehicles on the account may be different. The following examples, in addition to the information in Table (B), outlines USDOT Number and MCS-150 update requirements associated with PRISM and IRP registration in common instances.

PRISM Sample Scenarios:

1. A motor carrier registers all of its trucks and does not lease any equipment. What USDOT Number should be used at the vehicle level for the carrier responsible for safety?

Answer: The USDOT Number of the registrant motor carrier should be used. This motor carrier is responsible for the safety of his/her own vehicles.

2. A motor carrier has a fleet of 5 registrants on his IRP account. The registrants all have their own authority and their own USDOT numbers. However, they are all long-term leased to the motor carrier for the entire registration year. What USDOT number should be entered at the registrant and vehicle level on the IRP forms?

Answer: The USDOT of the motor carrier should be entered at both the registrant and vehicle level.

3. A registrant registers his own truck. He trip leases to different motor carriers throughout the year. What USDOT number should be used at the vehicle level?

Answer: The USDOT number for the registrant should be used. The registrant is the default motor carrier and his number is used for an audit trail.

4. A leasing company maintains an IRP account and registers trucks that are long term leased to XYZ trucking. What USDOT number should be used at the vehicle level?

Answer: The number for the XYZ trucking company should be used.

Rental/leasing companies registering in their own name

Rental/leasing companies that register in their own name must provide the USDOT Numbers and a copy of updated MCS-150 forms to the registration office for their company and for all lessees that are responsible for vehicle safety. The USDOT number for the rental/leasing company should be recorded on the IRP Schedule A and the USDOT Number of the motor carrier responsible for safety should be recorded in the appropriate column of the individual vehicle section.

Applicants/registrants registering in their own name, but leasing to motor carriers

Applicants/registrants who register in their own names must obtain a USDOT Number for themselves. This number is for registration purposes only and does not provide the owner/operator with his/her own operating authority. In addition, the owner/operator must provide the USDOT Number for the company to whom he/she leases. Updated copies of the MCS-150 must be submitted for the owner/operator and all companies responsible for safety (the lessees). The companies must complete the MCS-150 forms. The owner/operator must record his/her USDOT Number in Section C of the IRP Schedule A/E. The USDOT Number of the motor carrier responsible for safety should be entered in the appropriate column at the individual vehicle level of the Schedule A/E.

Companies using only leased vehicles registered in the name of the lessors.

Companies who use all leased vehicles registered in the name of the lessors (rental/leasing or owner/operators) must provide the lessor with an updated copy of the MCS-150. The lessor will submit the MCS-150 to the state registration office in order to have the vehicle's registration renewed.

Table B: IRP account and motor carrier responsible for safety of all or some of the vehicles at the time of registration are different.

	<u>Registrant Level</u>	<u>Individual Vehicle Level</u>
USDOT Number Requirement	USDOT Number of the registrant	<p>Two General Situations Apply:</p> <ol style="list-style-type: none"> 1. USDOT Number of the motor carrier responsible for safety if known and expected to stay the same for at least 30 days from the renewal. 2. USDOT Number of the registrant as a default if the motor carrier responsible for safety is unknown, or expected to change within 30 days of renewal.
MCS-150 Requirement	Updated MCS-150 for the IRP registrant required unless one has been submitted within 12 months prior to the first day of the renewal period.	An updated MCS-150 associated with each USDOT Number on the IRP account is required unless one has been submitted within 12 months prior to the first day of the renewal period.
Action	Record the USDOT Number in the IRP Schedule A/E and the USDOT Number of the motor carrier responsible for safety in the appropriate column of the individual vehicle section. Indicate if the lease is for the full registration year in the appropriate column.	

HOUSEHOLD GOOD CARRIERS

For equipment leased from service representatives, the household goods carrier may elect to register in the base jurisdiction of the service representative or that of the carrier.

In cases where the carrier elects to register in the service representative's base jurisdiction; the equipment shall be registered in the service representative's name and that of the carrier as lessee. The apportionment of fees will be according to the combined distance records of the service representative and those of the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

If the carrier elects to register in his base jurisdiction, the equipment shall be registered by and in the name of the carrier and that of the service representative as lessor. The apportionment of fees will be according to the distance records of the carrier and the service representative, which must include intrastate miles operated by those vehicles under the IRP agreement. The records must be kept and made available in the carrier's base jurisdiction. Service representatives properly registered under this election shall be fully registered for operations under their own authority, as well as under the authority of the carrier.

For equipment owned and operated by owner-operators, other than service representatives, and used exclusively to transport cargo for the household goods carrier, the equipment shall be registered by the carrier in his base jurisdiction, but in both the owner-operator's name and that of the carrier as lessee. The apportionment of fees shall be according to the distance records of the carrier. If no distance has been accrued, you may use your own estimated distance with an explanation of the distance.

PRIVATE CARRIER

A private carrier is an individual or company whose primary business is in furtherance of a business which is not transportation. These carriers haul their own goods in their own equipment. He is responsible for all distance records.

RENTAL COMPANIES

These carriers are engaged in the business of renting and leasing equipment for valuable consideration for a specified period of time. For the purpose of International Registration, rental companies are defined as fleets that consist of five (5) or more vehicles, which are rented or offered for rental with or without drivers. It is the option of the rental leasing company to register the vehicles in its name or the name of the lessee. The rental company is responsible for distance records of all fleets registered in its name.

Inasmuch as movement of vehicles from one fleet to another during a registration year is more common than with other registrants, great care must be taken to insure that the distance stays with the fleet the vehicle was in when the miles were generated, not moved with the vehicle to the new fleet.

It is the option of the leasing company to include the lessee's name on the application for registration.

Rental fleets owned by any person or firm engaging in the business of renting such vehicles shall be extended full interjurisdiction and intrajurisdiction privileges, provided that:

- A.) The operational records for the fleet are maintained by the rental company; and
- B.) Such vehicles are part of a rental fleet which are identifiable as being a part of such fleet; and
- C.) Such person or firm has received approval from the jurisdiction to apportion such rental fleet.
- D.) Such person or firm registers such fleets in accordance with Articles III, IV, V, VI and VII of the International Registration Plan.

SOUTH CAROLINA REGISTRATION APPLICATION RENTAL CAR ALLOCATION

Name of Applicant (Print or Type)	Person to contact regarding application	Phone Number
Business Street Address (Address Where Records Are Maintained)	City	State Zip
City State Zip	From July 1 _____ Year	Registration or License Year to June 30 _____ Year

[illegible]

JURISDICTION	REVENUE	PERCENT	JURISDICTION	REVENUE	PERCENT
AB (Alberta)			ND (North Dakota)		
AK (Alaska)			NE (Nebraska)		
AL (Alabama)			NH (New Hampshire)		
AR (Arkansas)			NJ (New Jersey)		
AZ (Arizona)			NL (Newfoundland)		
BC (British Columbia)			NM (New Mexico)		
CA (California)			NS (Nova Scotia)		
CO (Colorado)			NT (NW Territory)		
CT (Connecticut)			NV (Nevada)		
DC (Dist. Of Columbia)			NY (New York)		
DE (Delaware)			OH (Ohio)		
FL (Florida)			OK (Oklahoma)		
GA (Georgia)			ON (Ontario)		
IA (Iowa)			OR (Oregon)		
ID (Idaho)			PA (Pennsylvania)		
IL (Illinois)			PE (Prince Edward Is.)		
IN (Indiana)			QC (Quebec)		
KS (Kansas)			RI (Rhode Island)		
KY (Kentucky)			SC (South Carolina)		
LA (Louisiana)			SD (South Dakota)		
MA (Massachusetts)			SK (Saskatchewan)		
MB (Manitoba)			TN (Tennessee)		
MD (Maryland)			TX (Texas)		
ME (Maine)			UT (Utah)		
MI (Michigan)			VA (Virginia)		
MN (Minnesota)			VT (Vermont)		
MO (Missouri)			WA (Washington)		
MS (Mississippi)			WI (Wisconsin)		
MT (Montana)			WV (West Virginia)		
MX (Mexico)			WY (Wyoming)		
NB (New Brunswick)			YT (Yukon Territory)		
NC (North Carolina)					
Total Number of Vehicles owned or operated	South Carolina Percent	Minimum Number of Vehicles to be Full Fee Licensed in South Carolina			

I certify that the revenue and inventory records from which this application was prepared are on file in the office of

Company Name	Street	City	State	Zip
And are to the best of my knowledge correct and complete.				

See Reverse Side for Annual Work Sheet

By: _____
Name Title

Date this application filed

Work Sheet for Rental Cars Licensed in South Carolina during the Twelve Month (Staggered) Registration or License Year _____ through _____.

[illegible]

Note: Applicant may submit his/her own listing in lieu of work sheet, provided information is complete.

RENTAL PASSENGER VEHICLES

Owners of rental passenger car fleets operated in this state must have a proportionate percentage of their total fleet vehicles registered in South Carolina based on revenue, rather than miles.

To determine the percentage of vehicles to register in this state, divide the total gross revenue received in the preceding year (July – June) for passenger car rental transactions into the gross revenue received in the preceding year for passenger car rental transactions occurring in this State. The resulting percentage shall be applied to the total number of rental passenger cars that shall be fully registered in South Carolina.

IRP Rental Car Allocation Forms must be filed annually prior to January covering the previous year.

FOR HIRE BUSES

For Hire Buses are defined as a motor vehicle designed for carrying more than ten (10) passengers and used for transportation of persons. Common carriers of passengers are required to apportion if they are used on regularly scheduled routes under FHWA and PSC Authorities.

At the option of the registrant, total miles or kilometers may be the sum of all actual in-jurisdiction miles or kilometers or a sum equal to the scheduled route miles or kilometers per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.

Carriers who have any doubt as to whether they should file an apportioned registration application should contact the South Carolina Department of Motor Vehicles, Motor Carrier Services, International Registration Plan Section for assistance at (803) 896-3870.

SECTION 315- APPLICATION PROCESS FOR NEW REGISTRATIONS

Before a vehicle may be registered in the state of South Carolina for IRP for the first time the applicant must:

- ☐ Demonstrate residency in South Carolina, have an established place of business in South Carolina, or be leased to a carrier (who is registering the vehicle) who has a place of business in South Carolina;
- ☐ Provide proof of payment of South Carolina sales or use tax, or proof of exemption from sales or use tax;
- ☐ Provide proof of payment of Real Estate (property) tax. South Carolina residents must pay the tax to their county;
- ☐ Provide the title or Manufacturer's Statement of Origin (MSO), or a copy of the title application if an application has already been submitted in South Carolina;
- ☐ If previously registered by the same applicant in another jurisdiction, provide proof of the previous registration;
- ☐ Provide proof of payment of the Federal Heavy Vehicle Use Tax;
- ☐ Complete Schedules A/E and B;
- ☐ Copy of Lease Agreement and/or power of attorney;
- ☐ Provide proof of evidence of Vehicle Insurance.

IRP HELP CHART or call 803-896-3870 for questions

	Form 400	Title/MSO	Bill of Sale	Insurance	\$15.00 Title Fee	Sales Tax	Schedule			Original Cab Card	Form 452	Form 3090	Turn in Plate	Fees
* New Carrier	X	X	X	X	X	X	X	X						
* Add Vehicle	X	X	X	X	X	X			X					
* Transfer Plate	X	X	X		X				X	X				**\$10.00+JC
Add State(s)								X	X					
Increase Weight									X					
Delete Vehicles									X	X			X	
Replace Plate														\$6.00 each
Duplicate Cab Card											***X	***X		\$1.00 each

* Form 400, Title/MSO, Bill of Sale, Title Fee and Sales Tax do not apply to vehicles currently titled in South Carolina, unless there is a change of ownership.

** \$10.00 SC Transfer fee plus any additional Jurisdiction Charges.

*** You must put the IRP account number and expiration date on the form.

Instructions for Completing Schedule A/E: (front page)

- A.) Account Number – this number will be assigned by the Motor Carrier Services Office for first time applicants and will remain the same each year thereafter.
- B.) Fleet Number – a three (3) digit number used for identification of vehicles within a fleet. If more than one fleet is submitted in the same name, designate fleets by using a numbering system such as 001, 002, 003 etc.
- C.) License Year – registration year for which apportioned license is being applied for.
- D.) Expiration Month – the month your license expires
- E.) Name of registrant – must be the full name of registrant or the name by which the applicant does business.
- F.) Business Address – the actual street or route address where the applicant maintains an established place of business within South Carolina, where operational records are maintained or such records could be made available and where distance is accrued by a fleet.
- G.) Mailing Address – the address you wish to be used for the mailing of credentials, billing notices, and general correspondence. Correct zip code must be included.
- H.) Federal Employer Identification Number – this number is required for all Motor Carrier Companies.
- I.) Social Security Number – this number is required for all Individual Motor Carriers.
- J.) Person to Contact – person responsible for handling your paperwork and is familiar with the requirements of the application.
- K.) City, State and Telephone Number – list the city and state where the person completing the application can be contacted, in addition to their telephone number, including area code.
- L.) U.S DOT Number – please enter registrant USDOT number.
- M.) Canadian Authority Number – enter authority number assigned by Canadian Provincial Authorities. If a carrier is operating in the Province of Alberta or Saskatchewan he is required to obtain an Extra Provincial Operating Authority Number. Contact the Canadian Province as shown in the back of this manual.
- N.) Type of Operation – must be completed. State the specific type of operation applicable to your business.

- O.) Date First Operated as a fleet – enter the month, day and year first operated as a fleet.
- P.) TEAR# (Temporary Evidence of Apportioned Registration Number) – enter the authority number assigned by Motor Carrier Services Office.
- Q.) Issue Date – this is the date the TEAR was issued.
- R.) Expiration Date – this is the date the TEAR expires.
- S.) Registrant's Initials – please sign your initials ONLY if you are receiving a Temporary Authority.
- T.) Insurance Certification – list the unit number, name of insurance company (not agent), policy number, policy dates, and agent's name. If more than one vehicle is covered under the same policy, you need only list the information once.
- U.) IRP Jurisdictions – enter the total gross weight for each jurisdiction in which you wish to apportion. All vehicles must be grouped by vehicle types. TT (Truck-Tractor), TR (Tractor), TK (Truck), ST (Semi-Trailer), FT (Full-Trailer), etc., and also by registration weights. Vehicles not meeting these requirements must be listed on a separate page (separate group). Example: If you are registering (3) truck-tractors (TT) at 80,000 pounds in four jurisdictions, enter them on one page. This will be group 1. Your next vehicle is a truck tractor (TT) that has a registration weight of 60,000; you must enter that vehicle on the next page (group 2). Then you have (2) tractors (TR) with a registration weight of 80,000 pounds, enter these vehicles on the next page (group 3).

Instructions for Completing Schedule A/E: (back page)

- 1.) Unit Number – enter the unit number assigned by the registrant.
- 2.) Vehicle Identification Number – enter the complete vehicle identification number (VIN).
- 3.) Year – list the model year of the vehicle. (Needed for fee calculation in some jurisdictions).
- 4.) Make of Vehicle – enter the make of the vehicle.
- 5.) Vehicle Type Key – enter the vehicle type. Use the vehicle type code key in the bottom left hand portion of the form.
- 6.) If vehicle is TK does it operate in combination with a trailer in the state of Colorado? –Indicate No or Yes only if you are apportioned with the State of Colorado.

- 7.) Axles or Seats – enter the number of axles including axles in a tandem group or rated seat capacity of a bus. (Needed for fee calculation in some jurisdictions).
- 8.) Fuel – list the type of fuel, D (Diesel), G (Gasoline), P (Propane). (Needed for fee calculation in some jurisdictions).
- 9.) Horse Power – enter the horse power (applies to buses only).
- 10.) Unladen Weight – enter the actual weight of the vehicle, including the cab, body and all accessories which the vehicle, trailer, or semi-trailer is equipped for normal use on the highway, excluding the weight of any load. (Needed for fee calculation in some jurisdictions).
- 11.) Gross or Combined Gross Weight – the empty weight of the vehicle or combination of vehicles and the heaviest load to be transported by the vehicles or combination of vehicles as declared by the registered owner. All determinations of weight must be made in units of one thousand pounds.
- 12.) Purchase Price of Vehicle – enter the actual purchase price of the vehicle when new, including accessories or modifications attached to the new vehicle (original price) or enter the actual purchase price of the vehicle paid by the current owner including accessories or modifications attached to the vehicle (latest price). (Needed for fee calculation in some jurisdictions).
- 13.) Factory Price – enter ninety percent (90%) of the manufacturer's list price of the vehicle, when new, including all improvements and modifications attached to the vehicle and used with it during the period for which the license is issued. (Needed for fee calculation in some jurisdictions).
- 14.) Date of Purchase – enter the month, day and year purchased by the current owner. (Needed for fee calculation in some jurisdictions).
- 15.) Please indicate the U.S. Dot Number of the Motor Carrier or the registrant. (The **Motor Carrier** is responsible for the safety of this vehicle that may be assigned by a lease agreement during the registration year. The **registrant** is the person whom the vehicle registration and the plate are issued.)
- 16.) Short-term/Long-term Lease – indicate a (S) if short-term lease and (L) if long-term lease.
- 17.) Name of Owner – list the name of owner or lessee. The name that appears on the South Carolina title.
- 18.) Signature – Sign the application.
- 19.) Title – enter the title of the person signing the application.
- 20.) Date – enter the date the application was signed.

Account Number	Fleet Number	License Year	Expiration Month	South Carolina International Registration Plan SCHEDULE A/E Original Application for Apportioned Registration Federal Employer I.D. Number (Required for Company) _____ Social Security Number (Required for Individual) _____				Type of Operation: <input type="checkbox"/> Exempt Commodity Carrier <input type="checkbox"/> Household Goods Carrier <input type="checkbox"/> Private Carrier <input type="checkbox"/> For-Hire Carrier <input type="checkbox"/> Rental Company Leased to: <input type="checkbox"/> Private <input type="checkbox"/> Haul for Hire MUST PROVIDE COPY OF LEASE Date first operated as a fleet: _____		FOR OFFICE USE ONLY New Account__ Existing Account____ Months Billed__ County No._____ Identification Provided_____ Weight Group_____ Temporary Operating Authority Permit Requested? ____ Yes ____ No Accepting a Temporary Operating Permit makes you liable for payment of license fees from the issue date through the remainder of the license year. Changes or cancellations must be made within 3 days from the date of issue. Issue Date_____ Expiration Date_____ TA # _____ Registrant's Initials _____	
Name of Registrant											
Business Address (where fleet is based)											
City	County	State	Zip Code								
Mailing Address				Person to contact regarding application							
City	County	State	Zip Code	City	State	Area Code	Phone No.				
				U.S. DOT Number		Canadian Authority No.					
I hereby declare the vehicles listed on this application to be insured motor vehicles in accordance with the S. C. Automobile Reparation Reform Act and the S. C. Motor Vehicle Financial Responsibility Act under the penalty set forth in Section 56-11-760 and will maintain security thereon during the registration period. PLEASE NOTE: If all your vehicles are covered under the same policy, you may enter the word "ALL" in the Unit Number column.											
Unit Number		Name of Insurance Company (Not Agency)			Policy Number		Effective Dates		Agency/Agent's Name		
Units listed on this page will be authorized to operate in the jurisdictions and at the weights listed below. Exceptions on any jurisdictions, weights or types must be grouped on separate pages.											
(AB) Alberta	(CO) Colorado	(ID) Idaho	(MB) Manitoba	(MT) Montana	(NJ) New Jersey	(OH) Ohio	(RI) Rhode Island	(VA) Virginia			
(AK) Alaska	(CT) Connecticut	(IL) Illinois	(MD) Maryland	(MX) Mexico	(NL) Newfoundland	(OK) Oklahoma	(SC) South Carolina	(VT) Vermont			
(AL) Alabama	(DC) Dist. of Columbia	(IN) Indiana	(ME) Maine	(NB) New Brunswick	(NM) New Mexico	(ON) Ontario	(SD) South Dakota	(WA) Washington			
(AR) Arkansas	(DE) Delaware	(KS) Kansas	(MI) Michigan	(NC) North Carolina	(NS) Nova Scotia	(OR) Oregon	(SK) Saskatchewan	(WI) Wisconsin			
(AZ) Arizona	(FL) Florida	(KY) Kentucky	(MN) Minnesota	(ND) North Dakota	(NT) NW Territory	(PA) Pennsylvania	(TN) Tennessee	(WV) West Virginia			
(BC) British Columbia	(GA) Georgia	(LA) Louisiana	(MO) Missouri	(NE) Nebraska	(NV) Nevada	(PE) Prince Edward Is.	(TX) Texas	(WY) Wyoming			
(CA) California	(IA) Iowa	(MA) Massachusetts	(MS) Mississippi	(NH) New Hampshire	(NY) New York	(QC) Quebec(use axles)	(UT) Utah	(YT) Yukon Territory			

Unit Number	Vehicle Identification Number	Year	Make of Vehicle	* Vehicle Type Key	If Vehicle is TK, does it operate in comb. with a trailer in the state of CO?	Axles or Seats	** Fuel	Horse Power (Buses)	Unladen Weight	Gross or Combined Weight	Purchase Price of Vehicle	Factory Price	Date of Purchase	Motor Carrier U.S. DOT No.	Type of Lease: Will the lease change during the registration year? If Yes, Write an "S" for "Short Term Lease" of if No, Write an "L" for "Long Term Lease"	Name of Owner/Lessor		
*Vehicle Type Key:												PENALTIES: Under section 56-3-840 of the S.C. State Code of Laws, a penalty fee will be charged for late registration of a newly acquired vehicle or for a late renewal as follows: First 14 Days - \$10.00 15 to 30 Days - \$25.00 31 to 90 Days - \$50.00 Over 90 Days - \$75.00						
BS – Bus CG – Converter Gear DB – Double Bottom DT – Dump Truck			FT – Full Trailer MT – Mobile Home Toter RT – Road Tractor ST – Semi-Trailer					TR – Tractor TT – Truck Tractor TK – Straight Truck										
** Fuel Key: D-Diesel G-Gasoline P-Propane																		
The undersigned certifies that the information in this application and any supporting documents are true and correct. Further, I understand that receiving Temporary Authority makes me liable for registration fees from the issue date through the remainder of the license year.												OFFICE USE ONLY						
Signature					Title					Date					Rated By:		Date:	
															Entered By:		Date:	

Instructions for Completing Schedule B:

Complete the information pertaining to account number, fleet number, license year, expiration month, name of registrant, and business address. This information must be identical with the information shown on the Schedule A/E.

The distance year is July 1st thru June 30th of each year. Based upon this, list the distance in the space provided on the Schedule B for all jurisdictions traveled during this time period. Enter an "X" in front of each jurisdiction with whom you are apportioning or prorating. Estimated distance for expanded operations should reflect a time period covered by actual operations in the reported distance year.

"E/A" – when estimating distance for new operations, enter an "E" in the "E/A" column, when using actual distance, enter "A" in the "E/A" column.

Mileage – enter the total distance traveled in each jurisdiction during the distance reporting period, even those jurisdictions that are not IRP members. This includes distance, which may not be for the entire distance year. Example: carrier who applied for the IRP license in May will report his actual distance from May thru June 30th.

Wyoming – when you are apportioning your vehicle with the State of Wyoming, you must indicate by circling "Y or N". "Y" means yes, you have intrastate operating rights in the State of Wyoming. The "N" indicates no, that you do not have intrastate operating rights for Wyoming. The Wyoming Public Service Commission grants this intrastate right. Trailers operating intrastate are required to be apportioned.

British Columbia – the Province of British Columbia is currently a member of both the Uniform Prorate Agreement (Western Compact) and the Canadian Agreement on Vehicle Registration. It is required that you continue to pay sales tax in British Columbia. You cannot operate in the Province without paying sales tax. You must apply directly to British Columbia and pay the apportioned taxes for each vehicle before it can be operated in British Columbia. South Carolina will only calculate registration fees.

Total Actual Miles – add all actual miles and enter total.

Total Estimated Miles – Add all estimated miles and enters total.

Total Actual and Estimated Miles – add actual and estimated miles, enter combined total.

Estimated Miles – You may use your own estimated miles. The distance must be based upon your proposed operation for the current license year. You must explain the estimated miles in the space provided on the reverse side of the Schedule B by giving the type of operation, its location, routes, frequency and any additional information which will explain the basis for estimated miles.

SECTION 320-DISTANCE ESTIMATES

- a) When an applicant for a fleet that did not accrue any actual distance during the reporting period does not have an estimate anticipated fleet distance that is acceptable to the base jurisdiction, the base jurisdiction shall estimate distance for registration of the fleet based on the average per-vehicle distance in each member jurisdiction, as provided below.
- b) In preparing an estimate of distance, the base jurisdiction shall use its own data and the method prescribed in subsection (d) to determine the average per-vehicle distance per member jurisdiction.
- c) At least once every three years, each member jurisdiction shall update its average per-vehicle distance per member jurisdiction.
- d) Except as provided in subsection (e), the base jurisdiction shall calculate its average per-vehicle distance per member jurisdiction by:
 - i.) determining the total actual distances reported to the base jurisdiction as having been operated in each member jurisdiction by fleets for which the base jurisdiction served as the base jurisdiction during the registration year;
 - ii.) determining the number of apportioned vehicles for which the base jurisdiction served as base jurisdiction during the registration year that accrued distance in each respective member jurisdiction; and
 - iii.) for each member jurisdiction, dividing the distance determined under clause (i) by the number of apportioned vehicles determined under clause (ii).
- e) If the base jurisdiction does not have adequate data to determine a valid estimate of distance under subsection (d) (i) for one or more other member jurisdictions, it may use a reasonable alternative method.

SECTION 405 -CALCULATION OF APPORTION PERCENTAGES

The following method is to be used to calculate the apportionment percentage with respect to a fleet for each member jurisdiction in which apportioned registration is sought.

- a) For a member jurisdiction in which the fleet (1) accrued distance during the reporting period, or (2) has never been apportioned and did not accrue distance during the reporting period:
 - i.) determine the total actual distance operated during the reporting period in all member jurisdictions where fleet vehicles were apportioned during the reporting period and where the applicant desires to renew apportioned registration;
 - ii.) estimate the Total Distance to be operated by the fleet during the registration year in all member jurisdictions where fleet vehicles were neither previously apportioned nor accrued actual distance during the reporting period, but in which the applicant desires apportioned registration; and
 - iii.) add the amount determined in clause (i) to the amount determined in clause (ii).

The apportionment percentage for each member jurisdiction is the distance attributed to that member jurisdiction divided by the amount determined in clause (iii) of this subsection (calculated to 6 decimal places and rounded to 5 decimal places), times 100.

- b)** For a member jurisdiction in which the fleet did not accrue distance during the reporting period but in which it has previously been apportioned:
 - i.) estimate the Total Distance to be operated during the registration year in all such member jurisdictions; and
 - ii.) add this amount to the amount determined in clause (iii) of subsection (a).

The apportionment percentage for each member jurisdiction is the Estimated Distance attributed to that member jurisdiction divided by the amount determined in clause (ii) of the subsection (calculated to 6 decimal places and rounded to 5 decimal places), times 100.

- c)** For purposes of subsection (a), a fleet shall be considered never to have been apportioned in a member jurisdiction if the applicant has neither (i) owned or Leased apportioned vehicles during the 18 months prior to the date of its application for apportioned registration, nor (ii) accrued actual distance by operating apportioned vehicles in any member jurisdiction during the reporting period.
- d)** If a fleet was apportioned in a member jurisdiction for no more than the last 90 calendar days of the reporting period, the fleet's apportionment percentage for the member jurisdiction may, at the option of the applicant, be calculated under subsection (a) if, with respect to that member jurisdiction, the fleet otherwise meets the qualifications of subsections (a) and (c).

Account Number	Fleet Number	License Year	Expiration Month	<div>South Carolina International Registration Plan SCHEDULE B Original Mileage Schedule</div> <div>Schedule of fleet distance for period: July 1, _____ through June 30, _____</div>				<div>NOTE Actual miles MUST be reported if you have operated in that jurisdiction. Please be advised that your registration fee will be higher if you use Estimated Miles two years in a row.</div>			<div>Check ONE or BOTH: <input type="checkbox"/> Mileages shown are actual miles (add all actual miles and enter total in box "A") <input type="checkbox"/> Mileages shown are estimated miles (add all estimated miles and enter total in box "B") Enter combined total of miles in box "C" NOTE: Estimated distance must cover at least one round trip to the farthest point you anticipate traveling in any given Jurisdiction. (Please refer to the attached chart or example on reverse side).</div>				
Name of Registrant															
Business Address (where fleet is based)															
City	County	State	Zip Code												
Do not combine the miles of any two or more jurisdictions. Enter an "X" in front of each jurisdiction for which you are applying for apportioned registration. Enter "E" for estimated miles or "A" for actual miles under E/A column.															
X	Jurisdiction	E/A	Mileage	X	Jurisdiction	E/A	Mileage	X	Jurisdiction	E/A	Mileage	X	Jurisdiction	E/A	Mileage
	(AB) Alberta				(KS) Kansas				(NH) New Hampshire				(SD) South Dakota		
	(AK) Alaska				(KY) Kentucky				(NJ) New Jersey				(SK) Saskatchewan		
	(AL) Alabama				(LA) Louisiana				(NL) Newfoundland				(TN) Tennessee		
	(AR) Arkansas				(MA) Massachusetts				(NM) New Mexico				(TX) Texas		
	(AZ) Arizona				(MB) Manitoba				(NS) Nova Scotia				(UT) Utah		
	(BC) British Columbia				(MD) Maryland				(NT) NW Territory				(VA) Virginia		
	(CA) California				(ME) Maine				(NV) Nevada				(VT) Vermont		
	(CO) Colorado				(MI) Michigan				(NY) New York				(WA) Washington		
	(CT) Connecticut				(MN) Minnesota				(OH) Ohio				(WI) Wisconsin		
	(DC) Dist. of Columbia				(MO) Missouri				(OK) Oklahoma				(WV) West Virginia		
	(DE) Delaware				(MS) Mississippi				(ON) Ontario				(WY) Wyoming		
	(FL) Florida				(MT) Montana				(OR) Oregon				(YT) Yukon Territory		
	(GA) Georgia				(MX) Mexico				(PA) Pennsylvania						
	(IA) Iowa				(NB) New Brunswick				(PE) Prince Edward Is.						
	(ID) Idaho				(NC) North Carolina				(QC) Quebec						
	(IL) Illinois				(ND) North Dakota				(RI) Rhode Island						
	(IN) Indiana				(NE) Nebraska				(SC) South Carolina						
As a S.C. apportioned carrier, I understand that I am required to preserve operational records on which this application is based for a period of three (3) years after the close of the license year. S.C. requires that records be made available to the Department for audit upon request. I also understand that an acceptable source document used to verify fleet distance is an Individual Mileage Record which must contain the trip starting and ending date, trip origin and destination, routes of travel or odometer/hubometer readings, total trip miles, miles per jurisdiction, unit/VIN number, registrant's name and driver's signature or name. In the event that I fail to make acceptable records available for audit, the Department may make assessments and penalties up to 100% registration fees of South Carolina.												A	Total Actual Miles		
												B	Total Estimated Miles		
												C	Total Actual & Estimated Miles		

AUTHORIZED SIGNATURE

TITLE

DATE

Carriers who have actual distance must report those miles. Carriers with no prior distance history may use estimated miles from the latest chart available or they may calculate their own estimated distance for their proposed operations and describe the routes used to determine the distance.

Request the most up-to-date
estimated distance chart from the Motor Carrier Services office.

(803-896-3870)

The distance chart will change

YEARLY.

There is only one chart regardless of how many vehicles are in your fleet.

EXPLAIN HOW ALL ESTIMATED MILEAGE WAS DETERMINED:

EXAMPLE FOR CALCULATING YOUR OWN ESTIMATED
MILEAGE:

Traveling to Raleigh, NC by I-177, 15 times at 154 miles per trip. Total
estimated miles for NC will be 2310. ($154 \times 15 = 2310$).

4 trips to Danville, VA by route I-265 to Highway 360 at 13 miles per trip. Total
estimated miles for VA will be 52 ($4 \times 13 = 52$).

SECTION 600-CREDENTIALS FOR APPORTIONED REGISTRATION

- a)** Upon the registration of an apportionable vehicle under the Plan, the base jurisdiction shall issue a cab card and a plate for the vehicle, and these shall be the sole registration credentials issued for the vehicle. The plate shall be identified by having the word “apportioned,” “APP,” or “PRP” and the name of the base jurisdiction. The numbering system and color of the plate shall be determined by the base jurisdiction.
- b)** A base jurisdiction shall require that the cab card be carried in the vehicle for which it issued. A base jurisdiction may issue a cab card by electronic means and may permit registrants to use photocopies of cab cards. Member jurisdictions must accept a cab card that has been issued in accordance with the law of the base jurisdiction.
- c)** The base jurisdiction shall provide a means by which law enforcement can verify the validity of its cab cards.
- d)** The base jurisdiction may charge an additional fee for issuing a cab card and plate.
- e)** When the base jurisdiction renews the registration of an apportioned vehicle, the base jurisdiction may, in lieu of issuing a renewal plate, issue a renewal decal to be affixed to the plate already issued for the vehicle, or may, if the base jurisdiction requires neither renewal plates nor renewal decals, issue only a renewal cab card.
- f)** The base jurisdiction shall not issue credentials for an apportioned vehicle until the registrant has paid all Apportionable Fees due or past due.

SECTION 610-CONTENTS OF THE CAB CARD

The cab card issued for an apportioned vehicle shall contain on its face the member jurisdictions where the apportioned vehicle is proportionally registered, the weight (in pounds or kilograms) or number of combined Axles for which it is registered in each one, and any other necessary information, including:

- i.) the date the apportioned vehicle was registered, the date of issuance of the cab card, or the effective date of the registration,
- ii.) the expiration date of the cab card (and the enforcement date, if a grace period applies),
- iii.) the model year of the apportioned vehicle,
- iv.) the make of the apportioned vehicle,
- v.) the vehicle identification number of the apportioned vehicle,
- vi.) the assigned number of the plate issued for the apportioned vehicle,
- vii.) the equipment number of the apportioned vehicle,
- viii.) the registrant’s name and address, and
- ix.) the account number assigned to the fleet by the base jurisdiction.

ENFORCEMENT

Credentials for the registration year should be on the vehicle no later than midnight of the last day of your expiration month. License plates must be mounted on the front of the power unit and the back of trailers and semi-trailers. The original cab card must be available for inspection by appropriate enforcement personnel.

Instructions for Completing Schedule C:

Schedule C is a supplement form and is to be used only after an original application has been filed. Schedule C is to be completed when the registrant is adding or deleting vehicles from his fleet, adding a jurisdiction or requesting a correction. This form is completed in the same manner as the Schedule A/E. Specify the transaction code by marking (on the reverse side of the form) the transaction that describes the purpose of this form.

Supplement forms should be filed promptly after a vehicle has been added or deleted so the proper credentials can be issued for the vehicle. Even though a supplemental application has been submitted to this Department, the vehicle is not legal for operation without a temporary registration or valid cab card. The South Carolina registration fee may be transferred from the deleted vehicle to the added vehicle, providing it is a vehicle of the same type and the registrant remains the same. However, some states do not allow a license transfer from one fleet to another fleet. In those cases, you will be billed for additional license fees that are due to those states.

When adding a newly purchased vehicle, the Manufacturer's Certificate of Origin/Title, Bill of Sale, Form 400, and Sales Tax (5% of selling price or a maximum of \$300.00). A \$15.00 title fee will also be due at the time the Schedule C is turned in.

NOTE: Supplemental invoices must be paid in order. Therefore, we encourage you to submit payments promptly to avoid delay in processing these transactions.

Account Number	Fleet Number	License Year	Expiration Month	<p align="center">South Carolina International Registration Plan SCHEDULE C Supplemental Application for Apportioned Registration</p> <p>_____</p> <p align="center">Federal Employer I.D. Number (Required for Company)</p> <p>_____</p> <p align="center">Social Security Number (Required for Individual)</p> <p align="center">Person to contact regarding application</p> <p>City State Area Code Phone No.</p> <p>_____</p> <p align="center">U.S. DOT Number Canadian Authority No.</p>		Type of Operation: <input type="checkbox"/> Exempt Commodity Carrier <input type="checkbox"/> Household Goods Carrier <input type="checkbox"/> Private Carrier <input type="checkbox"/> For-Hire Carrier <input type="checkbox"/> Rental Company		FOR OFFICE USE ONLY New Account__ Existing Account__ Months Billed__ County No.__ Identification Provided_____ Weight Group_____	
Name of Registrant						Leased to: <input type="checkbox"/> Private <input type="checkbox"/> Haul for Hire MUST PROVIDE COPY OF LEASE Date first operated as a fleet: _____		Temporary Operating Authority Permit Requested? ____ Yes ____ No Accepting a Temporary Operating Permit makes you liable for payment of license fees from the issue date through the remainder of the license year. Changes or cancellations must be made within 3 days from the date of issue. Issue Date _____ Expiration Date _____ TA # _____ Registrant's Initials _____	
Business Address (where fleet is based)									
City	County	State	Zip						
Mailing Address									
City	County	State	Zip Code						
I hereby declare the vehicles listed on this application to be insured motor vehicles in accordance with the S. C. Automobile Reparation Reform Act and the S.C. Motor Vehicle Financial Responsibility Act under the penalty set forth in Section 56-11-760 and will maintain security thereon during the registration period. PLEASE NOTE: If all your vehicles are covered under the same policy, you may enter the word "ALL" in the Unit Number column.									
Unit Number	Name of Insurance Company (Not Agency)			Policy Number	Effective Dates	Agency/Agent's Name			
Units listed on this page will be authorized to operate in the jurisdictions and at the weights listed below. Exceptions on any jurisdictions, weights or types must be grouped on separate pages.									
(AB) Alberta	(CO) Colorado	(ID) Idaho	(MB) Manitoba	(MT) Montana	(NJ) New Jersey	(OH) Ohio	(RI) Rhode Island	(VA) Virginia	
(AK) Alaska	(CT) Connecticut	(IL) Illinois	(MD) Maryland	(MX) Mexico	(NL) Newfoundland	(OK) Oklahoma	(SC) South Carolina	(VT) Vermont	
(AL) Alabama	(DC) Dist. of Columbia	(IN) Indiana	(ME) Maine	(NB) New Brunswick	(NM) New Mexico	(ON) Ontario	(SD) South Dakota	(WA) Washington	
(AR) Arkansas	(DE) Delaware	(KS) Kansas	(MI) Michigan	(NC) North Carolina	(NS) Nova Scotia	(OR) Oregon	(SK) Saskatchewan	(WI) Wisconsin	
(AZ) Arizona	(FL) Florida	(KY) Kentucky	(MN) Minnesota	(ND) North Dakota	(NT) NW Territory	(PA) Pennsylvania	(TN) Tennessee	(WV) West Virginia	
(BC) British Columbia	(GA) Georgia	(LA) Louisiana	(MO) Missouri	(NE) Nebraska	(NV) Nevada	(PE) Prince Edward Is.	(TX) Texas	(WY) Wyoming	
(CA) California	(IA) Iowa	(MA) Massachusetts	(MS) Mississippi	(NH) New Hampshire	(NY) New York	(QC) Quebec (use axles)	(UT) Utah	(YT) Yukon Territory	

Unit Number	Vehicle Identification Number	Year	Make of Vehicle	* Vehicle Type Key	If Vehicle is TK, Does it operate in comb? with a trailer in the state of CO?	Axles or Seats	** Fuel	Horse Power (Buses)	Unladen Weight	Gross or Combined Weight	Purchase Price of Vehicle	Factory Price	Date of Purchase	Motor Carrier U.S. DOT No.	Type of Lease: Will the lease change during the registration year? If Yes, Write an "S" for "Short Term Lease" of if No, Write an "L" for "Long Term Lease"	Name of Owner/Lessor		
*Vehicle Type Key:												PENALTIES: Under section 56-3-840 of the S.C. State Code of Laws, a penalty fee will be charged for late registration of a newly acquired vehicle or for a late renewal as follows: First 14 Days - \$10.00 15 to 30 Days - \$25.00 31 to 90 Days - \$50.00 Over 90 Days - \$75.00						
BS – Bus CG – Converter Gear DB – Double Bottom DT – Dump Truck			FT – Full Trailer MT – Mobile Home Toter RT – Road Tractor ST – Semi-Trailer					TR – Tractor TT – Truck Tractor TK – Straight Truck										
** Fuel Key: D-Diesel G-Gasoline P-Propane																		
The undersigned certifies that the information in this application and any supporting documents are true and correct. Further, I understand that receiving Temporary Authority makes me liable for registration fees from the issue date through the remainder of the license year.												OFFICE USE ONLY						
Signature					Title					Date					Rated By:		Date:	
															Entered By:		Date:	

SECTION 620-TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION (TEAR)

- a) The base jurisdiction may issue temporary evidence of apportioned registration pending the issuance of credentials, and such temporary evidence of apportioned registration shall be recognized by other member jurisdictions.
- b) The temporary evidence of apportioned registration shall identify the member jurisdiction for which the vehicle has been registered and the vehicle weight or other qualifying information for each member jurisdiction. The temporary evidence of registration shall specify the effective date of the vehicle's registration and an expiration date for the temporary evidence of registration that is not later than 60 calendar days following the Effective Date. The base jurisdiction issuing temporary evidence of apportioned registration shall collect all Apportionable Fees due to other member jurisdictions with respect to the vehicle, and shall, under Section 1210, promptly suspend the registrations of a registrant which fails to pay all apportionable fees due.
- c) The temporary evidence of apportioned registration may be issued by electronic means so long as it can be verified by law enforcement.

TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION:

South Carolina will issue letters authorizing temporary vehicle registration, pending issuance of IRP credentials. These permits may be obtained from this department upon receipt of a completed application for title and registration of a newly purchased vehicle being transferred from another state or when adding another jurisdiction to your fleet. **Temporary registrations will not be issued on vehicles being renewed under IRP.**

This permit can only be obtained by contacting Motor Carrier Services in Blythewood and is valid for a period of 45 days or until the expiration of the license year. An original TEAR must be carried in each vehicle listed on the temporary registration. When requesting a temporary registration, you must submit the following documents and fees:

- 1.) Completed Schedule C for supplemental application with the "Temporary Operating Authority Permit Requested" box filled and initialed is to be used when adding another vehicle to an existing fleet. Be sure to indicate if a current license plate is being transferred. If so, return the cab card for the deleted vehicle.
- 2.) Completed Schedule B must accompany the Schedule C when adding another jurisdiction to your existing fleet. You should only indicate distance for the jurisdiction being added.
- 3.) Current title or manufacturer's certificate of origin (MCO).
- 4.) Original notarized bill of sale, which must include the odometer reading and sales price (applies to a newly purchased vehicle only)
- 5.) Completed Form 400
- 6.) \$15.00 title fee.
- 7.) 5% sales tax, maximum of \$300.00, or tax exempt number assigned by South Carolina Department of Revenue, Tax Section (newly purchased vehicles only).

PLEASE NOTE: Receipt of temporary operating authority obligates the registrant for payment of IRP billing for the vehicles(s) listed on that schedule. Billing notices should be received within ten days to two weeks. Should you fail to receive a bill within this time period, please contact the Motor Carrier Services Office at (803) 896-3870, as there can be no modification in the expiration date of these authorities. Temporary Evidence of Apportioned Registration is valid for 45 days or less depending upon expiration date of account. Any change or cancellation of the 45 day Temporary Evidence of Apportioned Registration must be done within three (3) days from the date of issue.

INSURANCE REQUIREMENTS

Each South Carolina based registrant must maintain liability insurance coverage on all vehicles bearing a South Carolina apportioned license plate. The insurance certification on the front side of the Schedule A/E or C must be completed with the insurance company name, policy number, policy dates and the agency/agent's name. If the vehicle becomes uninsured for any reason, the license plate and cab card must be surrendered to Motor Carrier Services within five (5) days. Otherwise you will be subject to a reinstatement fee and fine of \$400.00 or more.

HEAVY VEHICLE USE TAX

In accordance with the Surface Transportation Assistance Act of 1982, carriers must submit to the Department of Motor Vehicles, proof of payment of Federal Heavy Vehicle Use Tax on certain licensed vehicles.

The owner of any vehicle with a declared gross vehicle weight of 55,000 pounds or more, regardless of the type of vehicle, must furnish this proof of payment.

Taxable gross weight of a highway motor vehicle is determined with reference to the sum of: (1) the actual unloaded weight of such highway motor vehicle (fully equipped for service); (2) the actual unloaded weight of any trailers or semi-trailers (fully equipped for service) customarily used in combination with such highway motor vehicle; and (3) the weight of the maximum load customarily used in combination with such highway motor vehicle.

Heavy Vehicle Use Tax returns should be filed with the Internal Revenue Service from July 1st to August 31st of each year for any vehicle currently licensed.

Registrants must furnish an IRS Form 2290, Schedule 1, validated by the Internal Revenue Service for the current tax year or a copy of this form accompanied by a photocopy of the canceled check (front and back) submitted for payment of the tax.

A vehicle may be registered without proof of payment of this tax, providing the applicant presents a manufacturer's certificate of origin or title indicating that the vehicle was purchased within sixty (60) days of the date of application for registration. HVUT must be paid within 30 days to avoid penalties by the IRS.

YOU WILL NEED THE FOLLOWING WHEN SUBMITTING PAYMENT FOR YOUR APPORTIONED LICENSE PLATE.

1. FORM 2290 – PROOF OF PAYMENT OF HEAVY VEHICLE USE TAX for all vehicles registered at a gross vehicle weight of 55,000 pounds or greater. Acceptable proof of payment shall be the Form 2290 – Schedule 1, validated by IRS or a copy of the current year's completed Form 2290 – Schedule 1, accompanied by a photocopy of the canceled check (front and back) which was used for payment of same. A Form 2290 is not needed if the vehicle is registered within 60 days from the date of purchase. However, HVUT must be paid within 30 days from the date of purchase to avoid late penalties by the IRS. Customers who register 25 or more vehicles for any taxable period are required to electronically file their 2290 tax return with the IRS. If a customer acquires additional vehicles after the initial filing of the tax return, there is no requirement for the customer to electronically file a 2290 tax return for those additional vehicles. DMV and Motor Carrier Services will no longer accept tax returns if the customer is registering 25 or more vehicles.

2. PAYMENT FOR LICENSE PLATES MUST BE IN THE FORM OF CASH, CHECK OR MONEY ORDER. Checks must be in the name of the company or individual on the account. Make check payable to the South Carolina Department of Motor Vehicles. We remind you that it is imperative for your payment to be submitted promptly if your credentials are to be issued on time.

3. PENALTIES will be charged to the following: (A) Renewal credentials issued after the credentials have expired, (B) A vehicle that was deleted from the renewal but added back into service later in the year, (C) a temporary authorization that has expired on a vehicle added to a fleet or a plate transfer, (D) or late registration on a newly acquired vehicle. Penalty fees will be due as follows: First 14 days = \$10.00, 15 to 30 days = \$25.00, 31 to 90 days = \$50.00 and over 90 days = \$75.00.

PARTIAL PAYMENT

The Department of Motor Vehicles will register an apportionable vehicle for the payment of one-half of this state's portion of the license fee for any vehicle whose portion owed to this state exceeds four hundred dollars.

Partial payment will be allowed providing the South Carolina license fee is in excess of \$400.00 per vehicle and previous payments have not been delinquent. If your invoice does not indicate a "1st payment" total, your account does not qualify for a partial payment and the entire amount due must be paid before credentials are issued.

Your credentials will be issued for a full year, therefore, you will be liable for the remaining license fees owed, unless your 1) vehicle has been totally destroyed, 2) junked 3) or sold and the department notified within 90 days as prescribed by law (§56-3-900). You are responsible for the final payment being made timely. Failure to make final payments will result in suspension of your vehicle license plate(s). In addition, you will lose your partial pay privileges.

SECTION 420-NEW FLEETS

- a)** The establishment of a new fleet by an applicant does not in itself qualify the applicant to have the apportioned fees for the new fleet calculated using Estimated Distance. An applicant may not estimate distance when the new fleet is composed entirely or primarily of vehicles which the applicant operated or over which the applicant exercised control during the reporting period and these vehicles accrued actual distance in the member jurisdictions for which the applicant seeks apportioned registration.
- b)** When a vehicle that has been (i) operated under long-term Lease that includes the vehicle driver and (ii) registered as part of a fleet of apportioned vehicles is sought to be registered under the Plan as a fleet of a single vehicle, the actual distance accrued by the vehicle during the reporting period shall be used to calculate the Apportionable Fees of the fleet, but only if the operation will reflect the operation under the long term Lease.

SECTION 430- FLEET CONSOLIDATION

A registrant may combine two or more existing fleets of its apportioned vehicles. In such a situation, the Apportionable Fees of the vehicles in the resulting fleet shall be determined according to the actual distances accrued in the reporting period by all the vehicles in the resulting fleet.

SECTION 505-CANCELLATION OF REGISTRATION

The base jurisdiction shall cancel, suspend, or revoke any apportioned registration if the registration was granted erroneously, or if the applicant fails to pay any Apportionable Fees.

SECTION 615-PLATES OF WITHDRAWN VEHICLES

- a)** If an Apportionable vehicle is withdrawn from a fleet during the registration year because the vehicle has been sold, destroyed, or otherwise removed from the service of registrant, the base jurisdiction may require the registrant to return the plate issued for the vehicle or certify that the plate has been destroyed, lost, stolen, or held for re-use.
- b)** The base jurisdiction may reassign the plate to the registrant's replacement vehicle, if there is one.

REPLACEMENT CAB CARD

Requests for duplicate or replacement cab cards should be submitted on Form 3090. The fee will be \$1.00 per card. There is no charge for corrections due to departmental error or address changes.

REPLACEMENT OF LICENSE PLATE

To replace a lost, stolen or mutilated license plate, the registrant must complete Forms 452. The fee will be \$6.00 per replacement license plate. Be sure to submit these forms and fee, along with your original cab card for the license being replaced, directly to the Motor Carrier Services Office, whether by mail or in person, unless temporary authorization has been issued. In which case, these forms and fee must be submitted to the Branch Office personnel issuing the temporary authorization. The Branch Office will then forward these documents to the Motor Carrier Services Office. You should receive replacement license plates, and duplicate cab cards within two (2) weeks. If not, please contact Motor Carrier Services.

ADDING OR DELETING VEHICLES

When adding or deleting a vehicle to or from a fleet, it will be necessary to file a supplemental application (Schedule C) in the same manner as the original. If a Temporary Evidence of apportioned Registration (TEAR) is applied for, a completed Schedule C must be surrendered at the time that the registrant picks up their TEAR at the DMV Branch Office.

South Carolina registration fees may be transferred from the deleted vehicle to the added vehicle, providing it is a vehicle of the same type and registered in the same name. A transfer fee of \$10.00 will be due to this state, plus any fees, which may be due to other jurisdictions. Not every IRP member jurisdiction allows for the transfer of registration fees, therefore, you will be charged a prorated registration fee for those states. In those cases where a deleted vehicle is not being replaced, the registrant is required to submit a completed Schedule C to Motor Carrier Services within 30 days.

The IRP cab card and license plate must also be returned to this Department, where it will remain on file until expiration. Should a replacement vehicle be purchased prior to expiration of the apportioned license and you wish to transfer the registration fees, you should contact Motor Carrier Services for assistance.

SECTION 415-ADDED JURISDICTIONS

- a) A registrant may, after the beginning of the registration year, add one or more member jurisdictions to those in which its fleet is apportioned.
- b) If the fleet accrued actual distance in an added member jurisdiction during the reporting period, this amount must be used in calculating the apportioned fee for the member jurisdiction, and an estimate of distance may not be used. If the fleet did not accrue actual distance during the reporting period in the member jurisdiction being added, an estimate representing annual distance to be traveled in the member jurisdiction shall be used.
- c) The apportionment percentage for a member jurisdiction to be added shall be:
 - i.) the actual distance or estimate for a member jurisdiction in subsection (b) divided by,

- ii.) the sum of: the denominator determined under Section 405 for the apportionment percentages of the applicant at the time of its initial application for apportioned registration for the registration year, plus the actual distance or estimate determined for the member jurisdiction in subsection (b), plus the sum of the actual distance or estimates for any other member jurisdiction or member jurisdictions added to its registration by the applicant by the applicant since the beginning of the registration year,
 - iii.) with the quotient carried to six and rounded to five decimal places and multiplied by 100.
- d) The apportioned fee for the added member jurisdiction shall then be calculated according to Section 400
 - e) In no event shall the calculation of an apportioned fee for a member jurisdiction added to a registration during the registration year alter the apportionment percentages previously determined for any other member jurisdiction for the year.

Percentages for the existing jurisdictions will not change at any time during the registration year.

NOTE: Providing an original application (Schedule A/E) has been filed for a current year, the registrant may expand his operation into and through a jurisdiction not previously included by filing a supplemental application (Schedule C) showing the additional member jurisdiction, desired registration weight, and estimated distance. Be sure to explain why the distance is being estimated by completing a new Schedule B showing the distance for the added jurisdiction only, if not using the provided estimated chart.

Section 325 Variance of Registered Weights

If an applicant request registration weights for a vehicle in member jurisdictions that register according to gross vehicle weight that differ by more than 10 percent between such member jurisdictions, the base jurisdiction may require the applicant to provide documentation concerning the actual operations of the vehicle. The base jurisdictions may deny registration for such vehicle if the base jurisdiction determines that the requested variance does not reflect actual operations.

WEIGHT INCREASE

Should the registrant decide to increase his registered weight for any member jurisdiction, a Schedule C must be filed with this Department. Additional fees will be calculated for the increase in weight for the remaining portion of the registration year.

NOTE: Vehicle weights will not be decreased during the license year. Weight decreases can only be made at license renewal time.

The following table lists the maximum operating weight and maximum cab card weight in pounds for each jurisdiction. Exceptions and conditions are listed if applicable.

Jurisdiction	Max. Operating Weight (in lbs. unless labeled otherwise)	Max. Cab Card Weight (in lbs. unless labeled otherwise)	Exceptions/Conditions	OW permits Cab Card Changed to reflect OW permit/ no change to cab card
Alabama	*80,000	QUAL	N/A	Overweight Permit over 80,000 lbs.
Alberta	139,992	139,992	N/A	N/A
Arizona	No information provided.	No information provided.	No information provided.	No information provided.
Arkansas	80,000	80,000	N/A	N/A
British Columbia	141,100	139,994	N/A	N/A
California	*80,000	80,000	N/A	*Without overweight permit
Colorado	*85,000	80,000	*CO allows 85,000 maximum GVW on CO state highways (non-interstate), 80,000 GVW on CO interstate highways, and 80,000 maximum on cab card.	*Without overweight permit
Connecticut	None	*None	N/A	*80,000 with overweight permit
Delaware	80,000	80,000	N/A	Permit is needed, no change to cab card
District of Columbia	80,000	80,000	N/A	N/A
Florida	80,000	80,000	N/A	N/A
Georgia	80,000	80,000	N/A	N/A
Idaho	105,500	105,500		
Illinois	80,000	80,000	N/A	N/A

Indiana	80,000	80,000	Permit is required.	No change to cab card.
Iowa	No Maximum	Unlimited	Requires increase in registration to be reflected in registration documents.	N/A
Kansas	85,500	85,500	*Max 80,000 lbs. on KS Interstate System	Must be registered for 85,500 to purchase OW permit
Kentucky	80,000	80,000	N/A	*Special permit over 80,000 lbs
Louisiana	88,000	88,000	83,400 lbs - Interstate 88,000 lbs - non-interstate	Weights must be reflected on the cab card (83,400 lbs for Interstate and 88,000 lbs for non-interstate) in order to qualify for an overweight permit.
Maine	100,000	100,000	N/A	N/A
Manitoba	137,770 lbs	137,770 lbs	N/A	N/A
Maryland	80,000	80,000	N/A	N/A
Massachusetts	None	None	N/A	No weight limit
Michigan	160,001	160,001	N/A	Permit is needed.
Minnesota	*80,000	Unlimited	N/A	*Overweight permit over 80,000 lbs.
Mississippi	80,000	80,000	N/A	N/A
Missouri	N/A	80,000	N/A	Requires overweight permit over 80,000 lbs.
Montana	138,000	138,000	N/A	N/A

Nebraska	94,000	94,000	N/A	A permit is also required over 94,000 lbs.
Nevada	129,000	80,000	N/A	Permit required with weight over 80,000 lbs.
Newfoundland and Labrador	N/A	N/A	N/A	N/A
New Brunswick	N/A	N/A	No information provided.	No information provided.
New Hampshire	80,000	80,000	N/A	Overweight permit over 80,000 pounds
New Jersey	80,000	80,000	N/A	Permit is required.
New Mexico	86,400	80,000	N/A	N/A
New York	NONE	NONE	N/A	Overweight permit over 80,000 lbs.
North Carolina	80,000	80,000	Overweight permit over 80,000 lbs.	No change to cab card.
North Dakota	105,500	105,500	N/A	No change to cab card
Nova Scotia	N/A	N/A	N/A	N/A
Ohio	80,000	80,000	N/A	N/A
Oklahoma	90,000	90,000	N/A	Annual permit required over 80,000 lbs.
Ontario	139,992	139,992	N/A	Overweight permit required for any weight over 139,992 lbs.
Oregon	105,500	105,500	N/A	*Special permit over 80,000 lbs.
Pennsylvania	80,000	80,000	N/A	N/A

Prince Edward Island	137,788	137,788	N/A	Overweight permits are issued for indivisible loads
Quebec	N/A	N/A	N/A	*Overweight permit needed over 62,500 kg (137,500 lbs.)
Rhode Island	80,000	80,000	N/A	Separate permit for OW.
Saskatchewan	137,787	137,787	N/A	N/A
South Carolina	80,000	80,000	N/A	N/A
South Dakota	None	None	Must meet SD bridge weight laws.	Overweight permit required over 80,000 GVW on interstate.
Tennessee	80,000	80,000	N/A	N/A
Texas	80,000	80,000	N/A	N/A
Utah	129,000	80,000	N/A	N/A
Vermont	80,000	80,000	N/A	N/A
Virginia	80,000	80,000	N/A	Separate permit required.
Washington	105,500	105,500	N/A	N/A
West Virginia	80,000	80,000	N/A	N/A
Wisconsin	80,000	80,000	N/A	N/A
Wyoming	117,000	117,000	N/A	Overweight permit over 117,000 lbs.

NOTE: The maximum registered weight in South Carolina is 80,000 pounds. Non-divisible loads over 80,000 pounds will require a special permit. Special permit information can be obtained at (803) 253-6250 or Fax (803) 343-0700.

REFUNDS

Refunds will be considered on registration fees for vehicles that have been junked, totally destroyed beyond repair or for vehicles that have been sold and bear a SC IRP License Plate. (IRP) Requests for such refunds must be supported by evidence satisfactory to the Department and, further must be accompanied by the return of the cab card and license plate or sufficient proof that the card or plate has been lost. Under such circumstances a refund of the proportionate part of the license and registration fee paid, based on one twelfth of the fee paid for every full calendar month remaining in such registration year, may be made, providing it is not less than \$10.00. South Carolina will only be liable for refund of registration fees maintained by this state. Refunds for fees distributed to other jurisdictions depend on their policies and procedures. It is the carrier responsibility to contact other jurisdictions for possible refunds.

AUDITS, ASSESSMENTS, AND PENALTIES

Under the provisions of the International Registration Plan, the base jurisdiction must audit registrants displaying an IRP apportioned plate of the base jurisdiction as to the accuracy of distance figures derived from operational records which were used for IRP registration. The State of South Carolina shall make such records available for audit upon request. Audits will be performed during normal business hours and to the extent possible, notification will be given in advance. Audits will be conducted as frequently as determined by the State of South Carolina. Audits may also be made by other jurisdictions.

RECORD RETENTION

Any registrant whose application for apportioned registration has been accepted shall preserve the records on which it was based for a period of three years after the close of the registration year.

INADEQUATE RECORDS

If any registrant fails to make records available to the State of South Carolina upon proper request or if any registrant fails to maintain records from which his true liability may be determined, the State may, thirty (30) days after written demand for an availability of records or notification of insufficient records, impose an assessment of liability.

The assessment will be based on the State's estimate of the true liability of such registrant as determined from information concerning operations by similar registrants or may be an assessment for 100% registration fees for the State of South Carolina.

If, during an audit, it is determined that a registrant misrepresented, falsified, or concealed his records, then all IRP apportioned plates and cab cards shall be deemed to have been issued erroneously and are subject to cancellation. The State of South Carolina may assess the registrant for an additional percentage up to one hundred percent (100%) of the South Carolina registration fees at a rate prescribed for that registration year. The State of South Carolina may cancel all registration and reciprocal privileges.

Any registrant failing to maintain adequate records for a unit qualified in the registrant's fleet during the reporting period must provide evidence of non-use or the registrant is subject to full fee assessment for each unit involved.

ACCEPTABLE SOURCE DOCUMENTS

An acceptable source document used to verify fleet distance is through the use of an “Individual Vehicle Distance Record” (IVDR). A standardized IVDR is suggested and encouraged, but not required. An IVDR shall contain the following basic information:

- 1.) Date of trip (starting and ending);
- 2.) Trip origin and destination;
- 3.) Route of travel and/or odometer or hubometer reading at the beginning of each trip, at each state line and at the end of the trip;
- 4.) Total trip miles;
- 5.) Mileage per jurisdiction;
- 6.) Unit number or vehicle identification number;
- 7.) Vehicle fleet number;
- 8.) registrant’s name;
- 9.) Trailer number; and
- 10.) Driver’s signature and/or name.

All necessary information need not be contained on a single source document; however, the IVDR shall be maintained so the continuous movement of each apportioned vehicle can be audited. Source documents should be filed either in chronological order or by unit number.

registrants shall maintain a record (in sufficient detail) from which they will be able to explain any unaccountable time lapse of vehicle movement. This will permit auditors to satisfactorily determine that all distance is properly recorded and accounted for. Some of the most common source documents (IVDR’S) in use are drivers’ trip sheets or reports, drivers’ logs, receiving contracts, pay records, and freight bills or manifests. On page 54 is a sample of an IVDR which, if properly completed, will satisfy the requirements of the International Registration Plan relevant to source documents.

The beginning odometer or hubometer reading on an IVDR should be the same as the ending reading for the preceding trip. If a vehicle is inactive the odometer/hubometer reading on that vehicle should be documented at the end of each month.

RECEIVING CONTRACT:

Any registrant as mentioned can utilize the IVDR’S, however; a different situation is encountered in accumulating distance on one-way fleet vehicles. The source document or IVDR on a one-way vehicle is the “receiving contract”, which is the paper work completed when a one-way vehicle is turned in or otherwise “received”.

ON-BOARD RECORDING DEVICES:

On-board recording devices may (at the option of the carrier) be used in lieu of or in addition to handwritten trip reports for apportioned registration record-keeping purposes. If a registrant exercises this option, it is the registrant’s responsibility to assure the entire record keeping system meets the requirements of the IRP. It is suggested that the registrant contact the Compliance Unit for verification of audit compliance prior to implementation.

SUPPORTING INFORMATION FOR IVDR'S:

Individual Vehicle Distance Records are worthless unless the information recorded is accurate and readable. As long as the method used is consistent, the distance figures to be entered on the Individual Vehicle Distance Record can be obtained from various sources such as odometer and/or hubometer readings, state maps, standard distance guide, household goods distance guide, or predetermined distance schedules. Predetermined distance schedules must be supported by routes (highway numbers) used to establish distance.

If individual vehicle miles recorded as traveled in various jurisdictions are disputed, official state maps shall be the final authority unless proven otherwise by an approved method of calibration. The individual vehicle miles operated by each and every apportioned vehicle of a designated fleet shall be summarized monthly or quarterly as actual miles traveled by the fleet of vehicles in each member and non-member jurisdiction. From these summaries, you can prepare your quarterly and yearly recap for each jurisdiction and total of all jurisdictions.

Registrants operating more than one (1) apportioned fleet must prepare and maintain separate monthly or quarterly summaries and yearly recap for each fleet.

COMPUTER SUMMARIES:

Many carriers are now utilizing computers to maintain their records. While computer print outs are a good reference in conducting an audit, computer print outs are not acceptable as the only source document in establishing the registrant's true distance totals. The source documents used to generate the computer records must be made available for review to substantiate the distance figures shown on the computer printouts.

ACCOUNTABLE MILES:

In recording the actual distance of an apportioned vehicle, record all movement (intra-jurisdiction and inter-jurisdiction) including loaded, empty, deadhead and/or bobtail miles. It shall further be the registrant's responsibility to record all miles generated by his apportioned units while operating with trip permits and/or under trip lease situations.

Total fleet miles shall mean the distance generated by motor vehicle power units, which were part of the apportioned fleet during the period July 1 through June 30 preceding the year for which registration is sought. The distance to be reported for any motor vehicle power unit which was added to or deleted from the apportioned fleet during the distance reporting period shall be only those miles generated by the vehicle while it was part of the apportioned fleet during the distance reporting period.

NOTE: The distance of a vehicle added by Schedule A/E application would start accruing to the declared fleet as of the actual date of proportional registration. For vehicles being reapportioned in the same fleet, distance accrual would be continuous.

The distance of a vehicle added by supplement application for original apportionment after the original Schedule A/E application is filed would start accruing to the declared fleet as of the actual date of proportional registration. The distance of a vehicle deleted by supplemental application would not be further accrued to the respective fleet from which deleted as of the actual date of acceptable evidence of removal.

An apportioned fleet operator may trip lease-apportioned equipment to another apportioned fleet operator or to a nonapportioned fleet operator; however, the registrant/lessor shall maintain adequate distance records in support of the leased operations. The registrant/lessor shall be responsible for reporting on the apportioned application the miles traveled by the apportioned equipment trip leased to others. An apportioned fleet operator should not report miles traveled by apportioned equipment trip leased from others.

All registrants are liable for the proper maintenance of their operational distance and equipment/registration records so as to avoid the possibility of further assessments or cancellation or registration privileges.

ALLOCATED VEHICLES:

Registrants in the business of renting and leasing passenger cars, pool fleet trailers and semi-trailers are also subject to audit; however, those audits are based on total gross revenue generated nationwide versus in-state revenue. It is from this percent factor the registrant determines the total number of vehicles to be licensed in a jurisdiction. This is commonly referred to as “allocation” or allocated vehicles.

CERTIFIED AVERAGE REGISTRATION PROGRAM (CARP):

Registrants in the business of renting utility trailers are also subjects to audit; however, those audits are based on the Certified Average Registration Program (CARP). This is an average inventory kept on all trailers located in or passing through a jurisdiction during the year. This average is then used as the number of trailers to be registered in that jurisdiction for the following year.

AUDIT REPORTING:

Upon completion of an audit, the State of South Carolina shall notify all member jurisdictions in which the registrant was proportionally registered on the accuracy of the registrant's records. If the registrant miscalculated the fees due to any jurisdiction in which his vehicles were proportionally registered, the correct information shall be furnished to the jurisdictions for adjustments. Any assessment, interest on assessment, refunds or credits from other jurisdictions shall be in accordance with their statutes. For the State of South Carolina, no assessment shall be issued and no claim for refund shall be allowed for an amount of less than ten dollars (\$10.00). If an audit determines that additional registration fees are due, such fees are payable immediately. The failure of any registrant to pay additional registration fees shall constitute cause for suspension of IRP registration license plates, cab cards, and reciprocal privileges.

RECORDS NOT MAINTAINED IN SOUTH CAROLINA:

In the event the registrant's operational records are not located in South Carolina and it becomes necessary for auditors to travel to the place where such records are normally kept, the registrant shall be responsible for all expenses incurred in the performance of the audit, including travel and per diem, and must promptly reimburse the Department for those expenses.

INDIVIDUAL VEHICLE DISTANCE AND FUEL REPORT (IRP AND IFTA VEHICLES ONLY)

Record the Odometer Reading

1. At the beginning of each day or trip
2. When leaving each jurisdiction
3. At the end of each day or trip

See Instructions on reverse side

Vehicle Identification Number of Unit Number		Power Unit Fleet Number	Fuel Type	Name (Fuel Registrant)	Filer/IRP	Fuel Filer Name (if other than IRP Registrant)	Driver(s) Name	
Mileage Information					Fuel Information		Trip Information	
Trip Date	Highways Used	Odometer Reading			Gallons Received	Vendor Name	Origin	Destination
		Jurisdiction Name	Begin	Jurisdiction Miles				
			END					

INSTRUCTIONS

An Individual Vehicle Distance and Fuel Report must account for all miles traveled and all fuel received.

If you use a substitute vehicle, prepare a separate Individual Vehicle Distance and Fuel Report to account for the miles traveled and fuel received by the substitute vehicle.

INSTRUCTIONS:

1. Vehicle identification number of unit number of power unit.
2. Fleet number of power unit.
3. Fuel Type:
(D) diesel, (G) gasoline, (P) propane, (GH) gasohol,
(NG) natural gas.
4. Legal name of the IRP registrant or fuel tax licenses.
5. Fuel Filer –complete if different than 4.
6. Driver(s) (names).

INDIVIDUAL VEHICLE DISTANCE AND FUEL REPORT (IRP AND IFTA VEHICLES ONLY)

Record the Odometer Reading

1. At the beginning of each day or trip
2. When leaving each jurisdiction See Instructions on reverse side
3. At the end of each day or trip

MILEAGE INFORMATION:

7. Trip date.
8. Highways used – Routes of travel.
9. Jurisdiction name – abbreviation of the jurisdiction in which your vehicle is traveling.
10. Odometer Reading:
 - a. Record at the beginning of each day or trip.
 - b. When leaving each jurisdiction.
 - c. At the end of each day or trip.
11. Jurisdiction Miles – record the distance traveled in each jurisdiction by trip date.
12. Total trip miles – Record total trip miles.

FUEL INFORMATION

13. Gallons received.
14. Vendor name (name from whom you received fuel)

TRIP INFORMATION

15. Origin – Where trip started
16. Destination – Where trip ended.

[illegible]

TRIP PERMITS

Carriers who are not apportioned with a jurisdiction and who have a need to go there on rare occasions may purchase Trip Permits in lieu of apportioning with that jurisdiction. Trip Permits are good for interjurisdiction and intrajurisdiction movement. Most of these permits are available thru the major wire services or at port of entry as indicated in the chart below:

JURISDICTION	Cost/Duration of Permit	Obtained Prior to Entry
Alabama	\$20 for 7 days	Yes
Alberta	Varies by distance, net weight for 3 days	No
Arizona	Varies based on distance and number of axles for 96 hours	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes
Colorado	\$60 to \$80 depending on weight for 72 hours	Yes
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
Dist. of Columbia	Trip permits are valid for a period of six days from their date of issuance to the expirations date. \$50 fee.	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$60 single units/\$120 combination for 120 hours.	No, if currently registered in base jurisdiction. Yes, if not currently registered.
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$50 for 48 hours	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Truck-.9 x weight x distance: Bus- 0.83 x distance x passengers	Information not provided.
Massachusetts	\$15 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes
Montana	Up to 46,000 lbs: \$10/0-200 miles; \$15/201-400 miles; \$20/over 400 miles; 46,001-80,000 lbs: \$50/0-200 miles, \$65/201-400 miles, \$80/201-400 miles, \$100/over 400 miles; Unregistered Trailer: \$10/0-200 miles, \$15 miles/201-400 miles, \$20/over 400 miles	No
Nevada	\$5 plus \$0.15 per mile for 24 hours	No
New Brunswick	\$23 for unladen vehicle (unless excluded by CAVR), \$81 truck, \$161 truck tractor for 5 days	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes

New Mexico	Varies upon distance and vehicle weight for 48 hours	No
New York	\$15 for 72 hours	Yes
Newfoundland and Labrador	\$50 truck, \$100 truck tractor for various validation periods	Information not provided.
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nova Scotia	\$50 truck, \$100 truck tractor for 30 days	Information not provided.
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$75 truck, \$132 truck tractor for 10 days	Yes
Oregon	\$21 for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Quebec	\$38 for 10 days, agency fees may be added, NIR and REQ may be requested	Yes
Rhode Island	\$25 for 72 hours	Yes
Saskatchewan	Varies by weight and distance for single trip	Yes
South Carolina	\$15 for 72 hours (each unit)	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours	Yes
Utah	\$25 for 96 hours or \$50 for a combination	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$10 days for 3 days	Yes
West Virginia	\$24 for 5 days	Yes
Wisconsin	\$15 for 72 hours	Yes
Wyoming	\$20 single unit/\$40 combination for 96 hours	No

TRIP PERMITS MAY ALSO BE OBTAINED FROM SEVERAL TRANSMITTER SERVICES. UNLESS ORDERED IN ADVANCE FROM THE JURISDICTION INVOLVED, THERE MAY BE A CHARGE IN ADDITION TO THE JURISDICTION'S FEE.

IRP REGISTRATION AGENCIES

Alabama

Alabama Division of Motor Vehicles
50 North Ripley Street Ste. 1239
Montgomery, AL 36104

Mailing:

P.O. Box 327620
Montgomery, AL 36132-7610
Phone: (334) 242-2999
Fax: (334) 353-7846

Alberta

Alberta Transportation
Prorate Services
1st Floor, 803 Manning Rd NE
Calgary, AB T2E 7M8
Phone: (403) 297-2920
Fax: (403) 297-2917

Arizona

Arizona Motor Vehicle Division
1801 W. Jefferson St.
Mail Drop 527M
Phoenix, AZ 85007
Phone: (602) 712-6775
Fax: (602) 712-7869

Arkansas

Arkansas Office of Motor Vehicle
IRP Unit
1900 West 7th Street, Room 1010
Little Rock, AR 72201
Mailing:
P.O. Box 8091
Little Rock, AR 72203
Phone: (501) 682-4653
Fax: (501) 682-4615

British Columbia

Insurance Corporation of British Columbia
Interjurisdictional Licensing
151 W. Esplanade, Room 316
North Vancouver, BC V7M 3H9
Mailing:
P.O. Box 7500, Stn. Terminal
Vancouver, BC V6B 5R9
Phone: (604) 443-4450
Fax: (604) 443-4451

California

California Department of Motor Vehicles
2415 First Ave.

MS: H160
Sacramento, CA 95818-3200

Mailing:

P.O. Box 932320
MS: H160
Sacramento, CA 94232-3200
Phone: (916) 657-7971
Fax: (916) 657-6628

Colorado

Colorado Motor Carrier Services Division
IRP Section
1881 Pierce St., Room 114
Lakewood, CO 80214
Phone: (303) 205-5602
Fax: (303) 205-5981

Connecticut

Connecticut Department of Motor Vehicles
IRP Unit
60 State St., Room 260
Wethersfield, CT 06161-1010
Phone: (860) 263-5281
Fax: (860) 263-5582

Delaware

Delaware Motor Fuel Tax Administration
IRP Unit
303 Transportation Circle
Public Safety Building, Room 212
Dover, DE 19901
Mailing:
P.O. Drawer 7065
Dover, DE 19903-7065
Phone: (302) 744-2701
Fax: (302) 739-6299

District of Columbia

District of Columbia Department of Motor Vehicles
IRP
Brentwood Service Center
Washington, DC 20018
Phone: (202) 576-8275
Fax: (202) 727-5017

Florida

Florida Division of Motor Vehicles
Neil Kirkwood Bldg.
2900 Apalachee Parkway
Tallahassee, FL 32399

Georgia

Georgia Department of Revenue
Motor Vehicle Division, IRP Section
1200 Tradeport Boulevard
Hapeville, GA 30354
Mailing:
Motor Vehicle Division, IRP Section
P.O. Box 16909
Atlanta, GA 30321
Phone: (404) 968-3800

Idaho

Idaho Division of Motor Vehicles
Division of Motor Vehicles
3311 W. State St.
Boise, ID 83703
Mailing:
PO Box 7129
Boise, ID 83707
Phone: (208) 334-8611
Fax: (208) 334-2006

Illinois

Illinois Vehicle Services Department
Howlett Bldg., Room 300
Springfield, IL 62756
Phone: (217) 785-1800
Fax: (217) 524-0123

Indiana

Indiana Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd., Suite R
Indianapolis, IN 46241
Phone: (317) 615-7340
Fax: (317) 821-2335

Iowa

Iowa Motor Vehicle Division
Office of Motor Carrier Services
6310 SE Convenience Blvd.
Ankey, IA 50021
Mailing:
P.O. Box 10382
Des Moines, IA 50306-0382

Kansas

Kansas Division of Motor Vehicles
Motor Carrier Services Bureau
Robert B. Docking Office Bldg., 1st Floor
Topeka, KS 66626-0001
Phone: (785) 271-3145
Fax: (785) 271-3283

Kentucky

Kentucky Transportation Cabinet
IRP Section
Box 2323
Frankfort, KY 40602-2323
Phone: (502) 564-4120
Fax: (502) 564-4138

Louisiana

Louisiana Office of Motor Vehicles
IRP Unit
7979 Independence Blvd., Room 101
Baton Rouge, LA 70806
Phone: (225) 925-6270
Fax: (225) 925-3976

Maine

Maine Bureau of Motor Vehicles
101 Hospital St.
Augusta, ME 04333
Mailing:
Maine Bureau of Motor Vehicles
29 State House Station
Augusta, ME 04330
Phone: (207) 624-9000 (52135)
Fax: (207) 624-9086

Manitoba

Manitoba Public Insurance Corporation
Commercial Vehicle Registration
100-234 Donald Street
Winnipeg, MB R3G 0S1
Mailing:
100-234 Donald Street, Box 6300
Winnipeg, MB R3C 4A4
Phone: (204) 985-7775
Fax: (204) 953-4998

Maryland

Maryland Motor Vehicle Administration
6601 Ritchie Highway, NE
Glen Burnie, MD 21062
Phone: (410) 424-3014
Fax: (410) 768-7163

Massachusetts

Massachusetts Registry of Motor Vehicles
IRP Section
25 Newport Ave. Ext.
Quincy, MA 02171
Phone: (617) 351-9320
Fax: (617) 351-9399

Michigan

Michigan Department of State
IRP Unit, Secondary complex
7064 Crowner Drive
Lansing, MI 48918-9915
Phone: (517) 322-1097
Fax: (517) 322-3434

Minnesota

Minnesota Driver and Vehicle Services Division
445 Minnesota Street
Suite 188
St. Paul, MN 55101
Phone: (651) 205-4141
Fax: (651) 215-0027

Mississippi

Mississippi State Tax Commission
1577 Springridge Road
Raymond, MS 39154
Mailing:
Po Box 1140
Jackson, MS 39215
Phone: (601) 923-7100
Fax: (601) 923-7133

Missouri

Missouri Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109
Mailing
PO Box 893
Jefferson City, MO 65102
Phone: (573) 751-6433
Fax: (573) 751-0916

Montana

Montana Motor Carrier Services Division
2701 Prospect Ave
Helena, MT 59620
Mailing:
P.O. Box 4639
Helena, MT 59620
Phone: (406) 444-6130
Fax: (406) 444-7670

Nebraska

Nebraska Department of Motor Vehicles
Division of Motor Carrier Services
301 Centennial Mall South
Lincoln, NE 68509
Mailing:
Motor Carrier Services
PO Box 94729
Lincoln, NE 68509-4729
Phone: (402) 471-4435
Fax: (402) 471-4024

Nevada

Nevada Department of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, NV 89711
Phone: (775) 684-4711
Fax: (775) 684-4619

New Brunswick

New Brunswick Department of Public Safety
364 Argyle St., 3rd Floor
Fredericton, NB E3B 1T9
Mailing:
P.O. Box 6000
Fredericton, NB E3B 5H1
Phone: (506) 453-2407
Fax: (506) 444-5950

New Hampshire

New Hampshire Department of Safety
International Registration Plan Attn: IRP
23 Hazen Drive
Concord, NH 03305
Phone: (603) 271-2196
Fax: (603) 271-1189

New Jersey

New Jersey Motor Vehicle Commission
Motor Carriers Services, IRP Section
225 E. State Street, P.O. Box 178
Trenton, NJ 08666-0178
Phone: (609) 633-9399
Fax: (609) 633-9394

New Mexico

New Mexico Motor Vehicle Division
Taxation and Revenue Department
P.O. Box 5188
Santa Fe, NM 87502-5188
Phone: (505) 476-1551
Fax: (505) 476-1570

New York

New York Department of Motor Vehicles
International Registration Bureau
6 Empire State Plaza
Albany, NY 12228

Mailing:

International Registration Bureau
P.O. Box 2850-ESP
Albany, NY 12220-0850
Phone: (518) 473-5834

Newfoundland and Labrador

Newfoundland and Labrador Motor Registration
Division

149 Smallwood Drive
Mount Pearl, NL A1N 1B5

Mailing:

PO Box 8710
St. Johns, NL A1B4J5
Phone: (709) 729-4921
Fax: (709) 729-0102

North Carolina

North Carolina Division of Motor Vehicles
International Registration Plan Section
1425 Rock Quarry Rd., Ste. 100
Raleigh, NC 27610
Phone: (919) 861-3720
Fax: (919) 715-9129

North Dakota

North Dakota Department of Transportation
Motor Vehicle Division
608 East Boulevard Avenue
Bismarck, ND 58505-0700
Phone: (701) 328-2725
Fax: (701) 328-3500

Nova Scotia

Service Nova Scotia and Municipal Relations
1505 Barrington St.
8th Floor Maritime Centre
Halifax, NS B37 3P7

Mailing:

P.O. Box 2734
Halifax, NS B3J 3P7
Phone: (902) 424-3912
Fax: (902) 424-2633

Ohio

Ohio Bureau of Motor Vehicles
1970 West Broad Street
Columbus, OH 43223

Mailing:

P.O. Box 16520
Columbus, OH 43216-6520
Phone: (614) 752-7587
Fax: (614) 752-7972

Oklahoma

Oklahoma Corporation Commission
Transportation Division
2101 North Lincoln Blvd.
Oklahoma City, OK 73105
Phone: (405) 521-3036
Fax: (405) 525-2906

Ontario

Ontario Ministry of Transportation
Project & Change Management Branch
1201 Wilson Avenue; Building "C" Room 143
Downsview, ON M3M 1J8
Phone: (416) 235-3923
Fax: (416) 235-3924

Oregon

Oregon Motor Carrier Transportation Branch
550 Capitol Street N. E.
Salem, OR 97301-2530
Phone: (503) 378-6699
Fax: (503) 378-5765

Pennsylvania

Pennsylvania Safety Administration
Commercial Registration Section
1101 S. Front Street, 1st Floor
Harrisburg, PA 17104

Mailing:

PO Box 68285
Harrisburg, PA 17106-8285
Phone: (717) 346-0608
Fax: (717) 783-6349

Prince Edward Island

Prince Edward Island Transportation & Public
Works
Highway Safety Division
33 Riverside Drive
Charlottetown, PE C1A7K2

Mailing:

PO Box 2000
Charlottetown, PE C1A7N8
Phone: (902) 368-5202
Fax: (902) 368-6269

Quebec

Societe de l'assurance automobile du Quebec
333 boulevard Jean Lesage
Local C3-33- CP 19600
Quebec city, QC G1K8J6
Phone: (800) 837-6030
Fax: (418) 643-4624

Rhode Island

Rhode Island Division of Motor Vehicles
IRP Services Section
45 Park Place
Pawtucket, RI 02860
Phone: (401) 728-6692
Fax: (401) 728-6963

Saskatchewan

Saskatchewan Government Insurance
2260 11th Avenue
Regina, SK S4P2N7
Phone: (306) 751-1200
Fax: (306) 359-0867

South Carolina

South Carolina Department of Motor Vehicles
South Carolina Department of Motor Vehicles
10311 Wilson Blvd
Blythewood, SC 29016
Mailing:
P.O. Box 1498
Blythewood, SC 29016
Phone: (803) 896-3870
Fax: (803) 896-3871

South Dakota

South Dakota Division of Motor Vehicles
SD DRR - Sioux Falls
300 S Sycamore Ste 102
Sioux Falls, SD 57110
Phone: (605) 773-3314
Fax: (605) 773-8416

Tennessee

Tennessee Department of Revenue
Taxpayer & Vehicle Services Division, Motor
Carrier Section
301 Plus Park Blvd.
Nashville, TN 37217
Phone: (615) 399-4265
Fax: (615) 361-5924

Texas

Texas Vehicle Titles & Registration Division
Vehicle Titles and Registration Division
4000 Jackson Ave
Austin, TX 78731
Phone: (512) 465-7570

Vermont

Fax: (512) 467-5909

Utah

Utah Division of Motor Vehicles
210 North 1950 West
Salt Lake City, UT 84134
Phone: (801) 297-6800
Fax: (801) 297-6899

Vermont

Vermont Department of Motor Vehicles
National Life Building
Drawer 33
Montpelier, VT 05603-0001
Phone: (802) 828-2071
Fax: (802) 828-3577

Virginia

Virginia Department of Motor Vehicles
2300 West Broad Street
PO Box 27412
Richmond, VA 23269-0001
Phone: (866) 878-2582
Fax: (804) 367-1073

Washington

Washington Department of Licensing
Prorate and Fuel Tax Services
2424 Bristol Court SW
Olympia, WA 98502
Mailing:
PO Box 9228
Olympia, WA 98507-9228
Phone: (360) 664-1811
Fax: (360) 664-8468

West Virginia

West Virginia Division of Motor Vehicles
1800 Kanawha Blvd, East
Bldg 3, Room 138
Charleston, WV 25317

Wisconsin

Wisconsin Department of Transportation
Division of Motor Vehicles
4802 Sheboygan Avenue
Madison, WI 53705
Mailing:
PO Box 7911
Madison, WI 53707-7911
Phone: (608) 266-9900
Fax: (608) 267-0220

Wyoming

Wyoming Department of Transportation
5300 Bishop Boulevard
Cheyenne, WY 82009-3340

MOTOR FUEL TAX AGENCIES

Alabama

Department of Revenue
Motor Vehicle Division
P.O. Box 327640
Montgomery, AL 36132-7640
(334) 242-9078

Alberta, Canada

Alberta Revenue
Tax Information Services
9811-109 Street
Edmonton, Alberta,
Canada T5K 2L5
(780) 427-5722

Arizona

Department of Transportation
1801 W Jefferson St.
MD 521 M
Phoenix, AZ 85007-3204
(602) 712-8896

Arkansas

Motor Fuel Tax
P.O. Box 1752
Little Rock, AR 72203
(501) 682-4814

British Columbia, Canada

Consumer Taxation Branch
Min of Fin & Corp Relations
P.O. Box 9442,
STN Prov. Government
Victoria, BC Canada
V8W 9V4
(250) 387-0635

California

California State Board of
Equalization
P.O. Box 942879, MIC: 33
Sacramento, CA 94279-0033
(916) 324-2663

Colorado

Department of Revenue
Services Section
1375 Sherman St., Rm. 200
Denver, CO 80261-0016
(303) 205-8205

Connecticut

Dept of Revenue Services
Motor Carrier Section
25 Sigourney St.
Hartford, CT 06106
(860) 541-3222

Delaware

Motor Fuel Tax
Administration
Motor Carrier Services
Section
P.O. Drawer E
Dover, DE 19903-1565
(302) 744-2702

Florida

Department of Highway
Safety and Motor Vehicles
2900 Apalachee Parkway
Rm. A110
Tallahassee, FL 32399
(850) 488-6921

Georgia

Georgia Dept of Revenue
Taxpayer Services Division
1800 Century Ctr. Blvd. NE
Ste. 8223
Atlanta, GA 30345-3205
(404) 417-6768

Idaho

Idaho State Tax Commission
P.O. Box 36
Boise, ID 83722-0036
(208) 334-8692

Illinois

Illinois Dept of Revenue
Motor Fuel Tax Division
MS: 2-265
P.O. Box 19477
Springfield, IL 62794-9477
(217) 785-1397

Indiana

Department of Revenue
Motor Carrier Services Div.
5252 Decatur Blvd.
Suite R
Indianapolis, IN 46241
(317) 615-7345

Iowa

Department of Transportation
Office of Motor Carrier
Services
P.O. Box 10382
Des Moines, IA 50306-0382
(515) 237-3224

Kansas

Department of Revenue
Customer Relations – Motor
Fuel
915 SW Harrison Street
Topeka, KS 66625-8100
(785) 296-5485

Kentucky

Transportation Cabinet
P.O. Box 2007
Frankfort, KY 40602
(502) 564-4540

Louisiana

Department of Revenue
P.O. Box 66362
Baton Rouge, LA 70896
(225) 219-7656

Maine

Secretary of State
Bureau of Motor Vehicles
29 State House Station
Augusta, ME 04333-0029
(207) 624-9000 ext. 52136

Manitoba, Canada

Manitoba Finance-Taxation
Division
101-401 York Ave.
Winnipeg, Manitoba, Canada
R3C 0P8
(204) 945-3194

Maryland

Comptroller of Maryland
M.A.T.T. Regulatory Tax Division
IFTA Program
P.O. Box 1751
Annapolis, MD 21404-1751
(888) 784-0142

Massachusetts

Department of Revenue
P.O. Box 7027
Boston, MA 02204
(617) 887-5080

Michigan

Motor Dept. of Treasury
Customer Contact Division
Special Taxes
430 W Allegan
Lansing, MI 48922
(517) 373-3180

Minnesota

Dept. of Public Safety
Driver & Vehicle Services
Prorate & IFTA
1110 Ctre Pte. Curve Ste 425
Mendota Heights, MN 55120
(612) 405-6161

Mississippi

State Tax Commission
P.O. Box 1033
Jackson, MS 39215
(601) 923-7152

Missouri

Department of Transportation
Motor Carrier Services Unit
P.O. Box 893
Jefferson City, MO
65105-0893
(573) 751-6433

Montana

Dept of Transportation
Administration Division
P.O. Box 201001
Helena, MT 59620-1001
(406) 444-7275

Nebraska

Department of Motor Vehicles
Motor Carrier Services Div.
P.O. Box 98935
Lincoln, NE 68509-8935
(402) 471-4435

Nevada

Dept. of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, NV 89711-0625
(775) 684-4711

Newfoundland/Labrador, Canada

Taxation and Fiscal Policy Branch
P.O. Box 8720
St. Johns, NF, Canada
A1B 4K1
(709) 729-2935

New Brunswick, Canada

Department of Finance,
Revenue and Taxation Division
P.O. Box 3000
670 King Street
Fredericton, NB, Canada
E3B 5G5
(506) 444-3029

New Hampshire

Department of Safety
Road Toll Bureau
33 Hazen Drive
Concord, NH 03305
(603) 271-2311

New Jersey

Division of Motor Vehicles
225 East State St. P.O. 133
Trenton, NJ 08666
(609) 633-9408

New Mexico

Taxation and Revenue Dept
Commercial Vehicle Bureau
P.O. Box 5188
Santé Fe, NM 87504-5188
(505) 827-1005

New York

Department of Tax and Finance
Registration Sec. –
Highway Use Tax Unit
WA Harriman Campus
Albany, NY 12227
(800) 972-1233

North Carolina

Department of Revenue
Motor Fuels Tax Division
P.O. Box 25000
Raleigh, NC 27640
(919) 733-3409

North Dakota

Dept of Transportation
Motor Carrier Services
Motor Vehicle Division
608 E. Boulevard Ave
Bismarck, ND 58505-0780
(701) 328-2928

Nova Scotia, Canada

Service NS & Municipal Rel
Registry & Inform. Management
Services Division
P.O. Box 755
Halifax, Nova Scotia
Canada, B3J 2V4
(902) 424-2850

Ohio

Ohio Department of Taxation
Excise & Motor Fuel Tax Div
P.O. Box 530
Columbus, OH 43216-0530
(614) 466-3522

Oklahoma

Oklahoma Tax Commission
Motor Vehicle Division IFTA
2501 N Lincoln Blvd
Oklahoma City, OK 73194-
0013
(405) 521-5681

Ontario, Canada

Motor Fuels & Tob Tax Branch
Ministry of Finance
Box 625-33 King St. W, 3rd Floor
Oshawa, Ontario
Canada, L1H 8H9
(905) 433-6412

Oregon

Oregon Dept of Trans
Motor Carrier Trans Division
550 Capitol St. NE
Salem, OR 97310-2530
(503) 373-1987

Pennsylvania

Dept of Revenue
Bureau of Motor Fuel Taxes
Dept. 280646
Harrisburg, PA 17128-0646
(800) 482-IFTA

Prince Edward Island, Canada

Dept of Provincial Treasury
Tax and Prop Records Div
P.O. Box 1330
Charlottetown, PEI,
Canada, C1A 7N1
(902) 368-4161

Quebec, Canada

Revenue Quebec
3800, rue de Marly,
Secteur 4-2-6
Sainte-Foy, Quebec
Canada, G1X 4A5
(418) 652-4382

Rhode Island

Dept. of Administration
Excise Tax Section
Division of Taxation
One Capitol Hill
Providence, RI 02908-5800
(401) 222-2950

Saskatchewan, Canada

Finance Revenue Division
2350 Albert St
Regina, Saskatchewan
Canada S4P 4A6
(306) 787-6616

South Carolina

Motor Carrier Services
P.O. Box 1498
10311 Wilson Blvd.
Blythewood, SC 29016
(803) 896-3870

South Dakota

Dept. of Revenue & Regulation
Division of Motor Vehicles
445 E Capital Avenue
Pierre, SC 57501-3100
(605) 773-5335

Tennessee

Tennessee Dept. of Safety
Commercial Vehicle Division/
IFTA Unit
1148 Foster Ave-Cooper Hall
Nashville, TN 37210
(615) 687-2261

Texas

Comptroller of Public
Accounts
LBJ State Office Bldg
111 E 17th Street
Austin, TX 78774
(512) 463-3849

Utah

State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134
(801) 297-7661

Vermont

Dept of Motor Vehicles
120 State Street
Montpelier, VT 05603-0001
(802) 828-2070

Virginia

Dept of Motor Vehicles
Motor Carrier & Tax Serv.
P.O. Box 27412
Richmond, VA 23269
(866) 878-2582

Washington

Dept of Licensing
Prorate & Fuel Tax Section
P.O. Box 9228
Olympia, WA 98507-9228
(360) 664-1868

West Virginia

WV Dept. of Mot. Vehicles
Commercial Vehicle Section
Fuel Tax Unit
1606 Washington St. E
Charleston, WV 25311
(304) 558-0700

Wisconsin

Dept of Transportation
Division of Motor Vehicles
Motor Carrier Tax & Permits
P.O. Box 7979
Madison, WI 53707-7979
(608) 267-4382

Wyoming

Dept of Transportation
Motor Vehicle Services
IFTA Fuel Tax Section
5300 Bishop Blvd
Cheyenne, WY 82009-3340
(307) 777-4835

OPERATING AUTHORITY

ALABAMA

Public Service Commission
P.O. Box 991
Montgomery, AL 36101-0991
Telephone: 334-242-5176

ALBERTA

Safety & Carrier Compliance Branch
4920-51 St., 4th Floor Provincial Building
Red Deer, AB Canada T4N6K8
Telephone: 403-340-5444

ARIZONA

No Operating Authority Necessary

ARKANSAS

Motor Carrier Regulatory Section
Little Rock, AR 72203
Telephone: 501-569-2358

BRITISH COLUMBIA

Motor Carrier Department
4240 Manor Street
Burnaby, BC Canada V5G3X5
Telephone: 604-660-5454

CALIFORNIA

Public Utility Commission
505 Vanness Ave.
San Francisco, CA 94102
Telephone: 916-322-9669

COLORADO

Public Utilities Commission
1580 Logan, 2nd Level
Denver, CO 80215
Telephone: 303-894-2000, Ext. 451

CONNECTICUT

Department of Motor Vehicles, SSRS Section.
60 State St., Room 104
Wethersfield, CT 06161-1015
Telephone: 860-263-5281

KENTUCKY

Kentucky Transportation Cabinet
Division of Motor Carriers
New State Office Building
Frankfort, KY 40601
Telephone: 502-564-4540

LOUISIANA

Public Service Commission
P.O. Box 91154
Baton Rouge, LA 70821-9154
Telephone: 504-342-4439

DELAWARE

No Operating Authority Necessary

FLORIDA

No Operating Authority Necessary

GEORGIA

Georgia Public Service Commission
Carrier Enforcement
1007 Virginia Ave., Suite 310
Hapeville, GA 30354
Telephone: 404-559-6600

IDAHO

Idaho Public Utilities Commission
Regulated Carrier Div., Statehouse Mail
Telephone: 208-334-0332

ILLINOIS

Illinois Commerce Commission
27 East Capitol Leland Bldg.
P.O. Box 19280
Springfield, IL 62794-9280
Telephone: 217-782-4654

INDIANA

Indiana Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd Suite R
Indianapolis, IN 46241-9524
Telephone: 317-615-7231

IOWA

Motor Carrier Services, Park Fair Mall
100 Euclid Ave., P.O. Box 10382
Des Moines, IA 50306-0382
Telephone: 515-237-3224

KANSAS

Corporation Commission, Trans. Div.
1500 SW Arrowhead Rd.
Topeka, KS 66604-4027
Telephone: 785-271-3150

MISSISSIPPI

Public Service Commission
P.O. Box 1174
Jackson, MS 39215
Telephone: 601-961-5439

MISSOURI

Department of Economic Development
Div. Of Motor Carrier & Railroad Safety
Truman State Office Bldg., P.O. Box 1216
Jefferson City, MO 65102
Telephone: 314-751-3358

MAINE

Bureau of Motor Vehicles
Commercial Vehicle Division
Operating Authority
29 State House Station
Augusta, ME 04333-0029
Telephone: 207-287-8633

MARYLAND

Public Service Commission, Transportation Div.
231 E Baltimore St. /American Bldg.
Baltimore, MD 21201
Telephone: 410-333-6013

MASSACHUSETTS

Commercial Motor Vehicle Center
525 Maple
Marlboro, MA 01752
Telephone: 508-624-7446 or 7771

MICHIGAN

Department of Commerce
6545 Mercantile Way
P.O. Box 30221
Lansing, MI 48909-7721
Telephone: 517-334-6389

MINNESOTA

Minnesota Department of Transportation
Motor Carrier Safety & Compliance
1110 Centre Pointe Curve Ste 420
Mendota Heights, MN 55120
Telephone: 651-405-6060/800-4SAFETY

NEW MEXICO

State Corporation Commission
P.O. Drawer 1269, Room 406
Santa Fe, NM 87504-1269
Telephone: 505-827-4643

NEW YORK

NYS Department of Transportation
Passenger & Freight Safety Div
1220 Washington Avenue
Albany, NY 12232
Telephone: 518-457-1017

NORTH CAROLINA

NC Division of Motor Vehicles
IRP Section
1425 Rock Quarry Rd Ste 100
Raleigh, NC 27610
Telephone: 919-733-7458

MONTANA

Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, MT 59620-4639
Telephone: 406-444-6130

NEBRASKA

Department of Motor Vehicles
Motor Carrier Services
301 Centennial Mall South
P.O. Box 98935
Lincoln, NE 68509-8935
Telephone: 402-471-4435/888-622-1222

NEVADA

Business & Industry Trsp. Srv. Authority
75 Bank St. Stel
Sparks, NV 89431
Telephone: 702-688-2800

NEW HAMPSHIRE

New Hampshire Department of Safety
Bureau of Common Carriers
10 Hazen Drive
Concord, NH 03305
Telephone: 603-271-2447

NEW JERSEY

No Operating Authority Necessary

OREGON

Department of Transportation
Motor Carrier Transportation Division
Salem, OR 97310-1309
Telephone: 503-378-6699

PENNSYLVANIA

Pennsylvania Public Utility Commission
321 State St.
Harrisburg, PA 17105
Telephone: 717-783-5933

RHODE ISLAND

Public Utilities Commission
Motor Carrier Section
100 Orange St.
Providence, RI 02909
Telephone: 401-222-3500

NORTH DAKOTA

ND Department of Transportation
Motor Vehicle Division, Motor Carrier Services
608 E. Blvd.
Bismarck, ND 58505-0780
Telephone: 701-328-2725

OHIO

Public Utilities Commission
Motor Carrier Regulation Division
180 E. Broad St.
Columbus, OH 43226-0573
Telephone: 614-466-3392

OKLAHOMA

Oklahoma Corporation Commission
Jim Thorpe Office Building
2101 N. Lincoln Blvd., Room 312
Oklahoma City, OK 73105
Telephone: 405-521-2253

TEXAS

Texas Department of Transportation
Motor Carrier Division
P.O. Drawer 12984
Austin, TX 78711-2984
Telephone: 512-465-3500/800-299-1700

UTAH

Utah Dept. of Transportation
Ports of Entry Section
4501 South 2700 West
Salt Lake City, UT 84114
Telephone: 801-965-4508

WASHINGTON

Utilities & Transportation Commission
Permits & Insurance Section
Chandler Plaza Building
1300 Evergreen Park Drive, SW
P.O. Box 9022
Olympia, WA 98504-9022
Telephone: 360-753-3111

SASKATCHEWAN

(Only requires Nat'l Safety Code #)
Saskatchewan Hwy & Traffic Board
2260 11th Ave 4th Floor
Regina, SK Canada S4P2N7
Telephone: 306-775-6672

SOUTH CAROLINA

Department of Motor Vehicles
P.O. Box 1498
Blythewood, SC 29016
Telephone: 803-896-3870

SOUTH DAKOTA

Public Utilities Comm/Transp Div.
2520 E Franklin
Pierre, SD 57501-3185
Telephone: 605-773-5280

TENNESSEE

Tennessee Department of Safety
Motor Carrier Authority Section
1150 Foster Avenue
Nashville, TN 37249
615-251-5177

VERMONT

No Operating Authority Necessary

VIRGINIA

State Corporation Commission
Motor Transportation Division
P.O. Box 1158
Richmond, VA 23290
Telephone: 804-371-9216

WEST VIRGINIA

Public Service Commission
Motor Carrier Division
201 Brooks Street
Charleston, WV 25317
Telephone: 340-340-0417

WYOMING

Wyoming Department of Transportation
Regulatory Division
P.O. Box 1708
Cheyenne, WY 82003-1708
Telephone: 307-777-4850

VEHICLE MAKE ABBREVIATIONS

ARCO	ACR	DODGE	DODG	LUBBOCK	LBK
ADAMS	ADS	DORSEY	DOR	LUFKIN	LUF
ALABAMA	ALA	DUNB	DUNB	MACK	MACK
ALLOY	ALY	DUROBILT	DBL	MARMON	MRM
ALUMINUM	ALUM	EVANS	EVA	MATLOCK	MATLK
AMERICAN	AMER	FERREE	FERE	MCI	MCI
ARROW	ARR	FONTAINE	FONA	MCKAY	MCK
AUTOCAR	AUTO	FORD	FORD	MERCEDES	MERZ
AZTEC	AZT	FREIGHTLINER	FRHT	MILLER	MIL
BAKER	BAKI	FUREHAUF	FRU	MABORS	MBR
BARRETT	BARE	FWD	FWD	NELSON	NEL
BARTLETT	BTL	GINDY	GIN	OHIO	OHI
BILT WEE	BIW	GMC	GMC	OMAHA	OMH
BLACK	BLACK	GOLDEN EAGLE	GOLDE	PEERLESS	PEER
BLAK DIAMOND	BLD	GORE	GOR	PENNSYLVANIA	PEN
BLUE BIRD BODY	BLUB	GREAT DANE	GDAN	PETERBILT	PTRB
BOCK	BOK	HARDEE	HARD	PORT	PRTT
BROCK	BROC	HEIL	HEIL	PREVAST	PRV
BROCKWAY	BROCW	HENDERSON	HDN	RAVENS	RAVE
BROWN	BRWN	HENDRICKSON	HEND	REID	REID
BUTLER	BUT	HERCULES	HERC	ROGERS	ROG
CHAMBERLAIN	CHAMB	HIGHLANDER	HGL	SHOPBUILT	SHO
CHANCEY	CHN	HIGHWAY	HWY	SHORELINE	SHORE
CHEROKEE	CKE	HOBBS	HBS	SILVER EAGLE	SIEA
CHEVROLET	CHEV	HOMEMADE	HMD	STANDARD	STAN
CIRCLE B	CRCLB	HONDA	HOND	STERLING	STER
CITY	CTY	HUDSON	HUDS	STRICK	STRI
CLARK MFG	CLAR	HYSTER	HYS	STUART	STW
COMET	COME	INTERNATIONAL	INTL	STUDEBAKER	STU
CORBITT	CRB	IVECO	IVEC	TALBERT	TAL
COTTRELL	COTRL	JOHNSON	JOH	TAYLOR	TAYR
CRANE	CRANE	KARI KOOL	KARIK	THEURER	THE
CRUSADER	CRUSA	KENTUCKY	KNY	TIMPTE	TIMP
CUSTOM BLT	CTB	KENWORTH	KW	TRAILCO	TRLC
CUSTOM TL	CUSM	KEYSTONE	KEYS	TRANSCRAFT	TCRFT
DACO	DACO	KING	KNG	TRANSPORT	TPT
DELAV	DELAV	KINGHAM	KNGH	TRI-BROCK	TRIBK
DELTA	DLT	LOADCRAFT	LDCRF	TRIM LINE	TML
DEMPSTER	DEMP	LOAD KING	LOADK	TRINITY	TRIN
DIAMOND T	DIAT	LOWBOY	LOWB	U HAUL	UHL
				UTILITY	UTIL
				VOLVO	VOLV
				VULCAN	VUL
				WELLS	WELLS
				WESTERN STAR	WSTR
				WHITE	WHIT
				WHITE GMC	WTGMC
				WILSON	WLN
				YALE	YALE
				YELLOW COACH	YLW

SOUTH CAROLINA COUNTY CODES

ABBEVILLE	01	LEXINGTON	32
AIKEN	02	MCCORMICK	33
ALLENDALE	03	MARION	34
ANDERSON	04	MARLBORO	35
BAMBERG	05	NEWBERRY	36
BARNWELL	06	OCONEE	37
BEAUFORT	07	ORANGEBURG	38
BERKELEY	08	PICKENS	39
CALHOUN	09	RICHLAND	40
CHARLESTON	10	SALUDA	41
CHEROKEE	11	SPARTANBURG	42
CHESTER	12	SUMTER	43
CHESTERFIELD	13	UNION	44
CLARENDON	14	WILLIAMSBURG	45
COLLECTON	15	YORK	46
DARLINGTON	16	OUT OF STATE	47
DILLON	17		
DORCHESTER	18		
EDGEFIELD	19		
FAIRFIELD	20		
FLORENCE	21		
GEORGETOWN	22		
GREENVILLE	23		
GREENWOOD	24		
HAMPTON	25		
HORRY	26		
JASPER	27		
KERSHAW	28		
LANCASTER	29		
LAURENS	30		
LEE	31		

ATTENTION!

EFFECTIVE JULY 2, 2008, changes were made to the International Registration Plan Inc. that affects the SOUTH CAROLINA IRP MANUAL. An addendum of the 16 re-write changes is attached which explains the updates to the existing SOUTH CAROLINA IRP MANUAL.

Quick Reference Sheet Top 16 Plan Rewrite Changes

- **Definition – Apportionable Vehicle**
Creates 18 month limit on eligibility for non-usage of vehicle
- **Definition – Reporting Period**
Alters reporting periods for staggered jurisdictions
- **Definition – Residence**
Creates concept of “residence” to replace Owner-Operator concept
- **Section 305 – Selection of Base Jurisdictions**
Applicant has to satisfy at least three of nine criteria
- **Section 315 – Application Process**
The application process is now consolidated in one section
- **Section 320 – Distance Estimates**
Creates methodology for review and updating of estimated distances
- **Section 325 – Variances of Weight**
Jurisdictions’ acceptance of weight variances
- **Section 405 – Calculation of Apportion Percentages**
Creates methodology for calculation of percentages
- **Section 415 – Added Jurisdictions**
Creates a methodology for added jurisdictions in fee calculations
- **Section 420 – New Fleets**
A new fleet does not automatically qualify for estimated distance
- **Section 430 – Fleet Consolidation**
Actual distances are used in a fleet consolidation
- **Section 505 - Cancellation of Registration**
If applicant fails to pay, the jurisdiction is required to revoke registrations
- **Section 600 – Credentials for Apportion Registration**
Jurisdictions cannot issue registrations to applicants who have not paid
- **Section 610 – Contents on the Cab Card**
Grace period must be listed on cab card
- **Section 615 – Plates of Withdrawn vehicles**
Cab cards are not required to be returned
- **Section 620 – Temporary Evidence of Apportioned Registration**
Allows for electronic issuance and further conditions of temporary registrations

“Apportionable Vehicle” is any power unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- i. Has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- ii. Has three or more axles, regardless of weight, or
- iii. Is used in combination, when the gross vehicle weight of such combinations exceeds 26,000 pounds (11,793.401 kilograms).

The intent of the registrant or applicant to operate a vehicle in two or more member jurisdictions is to be considered as an objective fact, determined from all the circumstances of the particular case. The fact that a vehicle is not used in more than one jurisdiction for the entirety of a registration year and for six additional months gives rise to a presumption that the registrant did not intend to use the vehicle in more than one member jurisdiction. Such a presumption may be overcome, however, by other circumstances presented by the registrant.

“Reporting Period” – means, except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in July, August, or September, the reporting period shall be the previous such twelve-month period.

IF THE FIRST MONTH OF THE REGISTRATION YEAR IS:	THE REPORTING PERIOD IS:
January 2008	July 1, 2006 – June 30, 2007
February 2008	July 1, 2006 – June 30, 2007
March 2008	July 1, 2006 – June 30, 2007
April 2008	July 1, 2006 – June 30, 2007
May 2008	July 1, 2006 – June 30, 2007
June 2008	July 1, 2006 – June 30, 2007
July 2008	July 1, 2006 – June 30, 2007
August 2008	July 1, 2006 – June 30, 2007
September 2008	July 1, 2006 – June 30, 2007
October 2008	July 1, 2007 – June 30, 2008
November 2008	July 1, 2007 – June 30, 2008
December 2008	July 1, 2007 – June 30, 2008

“Residence” - means the status of an applicant or a registrant as a resident of a member jurisdiction.

SECTION 305-SELECTION OF BASE JURISDICTION:

- a) An applicant may elect as its base jurisdiction any member jurisdiction (i) where the applicant has an established place of business, (ii) where the fleet the applicant seeks to register under the Plan accrues distance, and (iii) where operational records of the fleet are maintained or can be made available.
- b) An applicant that does not have an established place of business in any jurisdiction may designate as a base jurisdiction any member jurisdiction (i) where the applicant can demonstrate residence, (ii) where the fleet the applicant seeks to register under the plan accrues distance, and (iii) where operational records of the fleet are maintained or can be made available.
- c) To establish residence in a member jurisdiction, an applicant must demonstrate to the satisfaction of the member jurisdiction at least three of the following:
 - (i) If the applicant is an individual, that his or her driver's license is issued by that jurisdiction,
 - (ii) If the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction,
 - (iii) If the applicant is a corporation, that the principal owner is a resident of that jurisdiction,
 - (iv) That the applicant's federal income tax returns have been filed from an address in that jurisdiction,
 - (v) That the applicant has paid personal income taxes to that jurisdiction,
 - (vi) That the applicant has paid real estate or personal property taxes to that jurisdiction,
 - (vii) That the applicant receives utility bills in that jurisdiction in its name,
 - (viii) That the applicant has a vehicle titled in that jurisdiction in its name, or
 - (ix) That other factors clearly evidence the applicant's legal residence in that Jurisdiction.

SECTION 315- APPLICATION PROCESS-NEW REGISTRATIONS

- a) The base jurisdiction shall determine the manner, the standard for measuring distance (i.e., miles or kilometers), application process, and filing deadlines for applications for registration under the Plan.
- b) An application for registration under the Plan shall contain information elements required by the Plan and such other information that is required by the base jurisdiction.
- c) Except where the Plan permits an applicant to use estimates of distance, an application for registration under the Plan shall contain the actual distance that the fleet being registered was operated during the reporting period.
- d) If the fleet did not accrue any actual distance during the reporting period, an applicant may estimate the distance the fleet is anticipated to travel in each member jurisdiction during the registration year. The applicant shall be required to support such estimates to the satisfaction of the base jurisdiction.
- e) The base jurisdiction shall review any estimate of distance and any supporting documentation. If the base jurisdiction does not accept the applicant's estimate of distance, or if the applicant does not submit an estimate, the base jurisdiction shall estimate the distance for the applicant's fleet using the method provided in Section 320.
- f) The expiration date of apportioned registration for all apportioned vehicles in a fleet shall be the same date.

Before a vehicle may be registered in the state of South Carolina for IRP for the first time the applicant must:

- ☐ Demonstrate residency in South Carolina, have an **established place of business** in South Carolina, or be leased to a carrier (who is registering the vehicle) who has a place of business in South Carolina;
- ☐ Provide proof of payment of South Carolina sales or use tax, or proof of exemption from sales or use tax;
- ☐ Provide proof of payment of Real Estate (property) tax. South Carolina residents must pay the tax to their county.
- ☐ Provide the title or Manufacturer's Statement of Origin (MSO), or a copy of the title application if an application has already been submitted in South Carolina;
- ☐ If previously registered by the same applicant in another jurisdiction, provide proof of the previous registration;
- ☐ Provide proof of payment of the Federal Heavy Vehicle Use Tax, if applicable;
- ☐ Complete Schedules A/E and B;
- ☐ Copy of Lease Agreement and/or power of attorney;
- ☐ Provide proof of evidence of Vehicle Insurance

SECTION 320-DISTANCE ESTIMATES

- a) When an applicant for a fleet that did not accrue any actual distance during the reporting period does not have an estimate of anticipated fleet distance that is acceptable to the base jurisdiction, the base jurisdiction shall estimate distance for registration of the fleet based on the average per-vehicle distance in each member jurisdiction, as provided below.
- b) In preparing an estimate of distance, the base jurisdiction shall use its own data and the method prescribed in subsection (d) to determine the average per-vehicle distance per member jurisdiction.
- c) At least once every three years, each member jurisdiction shall update its average per-vehicle distance per member jurisdiction.
- d) Except as provided in subsection (e), the base jurisdiction shall calculate its average per-vehicle distance per member jurisdiction by:
 - (i) determining the total actual distances reported to the base jurisdiction as having been operated in each member jurisdiction by fleets for which the base jurisdiction served as the base jurisdiction during the registration year;
 - (ii) determining the number of apportioned vehicles for which the base jurisdiction served as base jurisdiction during the registration year that accrued distance in each respective member jurisdiction; and
 - (iii) for each member jurisdiction, dividing the distance determined under clause (i) by the number of apportioned vehicles determined under clause (ii).

- e) If the base jurisdiction does not have adequate data to determine a valid estimate of distance under subsection (d) (i) for one or more other member jurisdictions, it may use a reasonable alternative method.

SECTION 325 -VARIANCE OF REGISTERED WEIGHTS

If an applicant requests registration weights for a vehicle in member jurisdictions that register according to gross vehicle weight that differ by more than 10 percent between such member jurisdictions, the base jurisdiction may require the applicant to provide documentation concerning the actual operations of the vehicle. The base jurisdiction may deny registration for such a vehicle if the base jurisdiction determines that the requested variance does not reflect actual operations.

SECTION 405 -CALCULATION OF APPORTION PERCENTAGES

The following method is to be used to calculate the apportionment percentage with respect to a fleet for each member Jurisdiction in which apportioned registration is sought.

- a) For a member jurisdiction in which the fleet (1) accrued distance during the reporting period, or (2) has never been apportioned and did not accrue distance during the reporting period:
 - (i) determine the total actual distance operated during the reporting period in all member jurisdictions where fleet vehicles were apportioned during the reporting period and where the registrant desires to renew apportioned registration;
 - (ii) estimate the total distance to be operated by the fleet during the registration year in all member jurisdictions where fleet vehicles were neither previously apportioned nor accrued actual distance during the reporting period, but in which the registrant desires apportioned registration; and
 - (iii) add the amount determined in clause (i) to the amount determined in clause (ii).

The apportionment percentage for each member jurisdiction is the distance attributed to that member jurisdiction divided by the amount determined in clause (iii) of this subsection (calculated to 6 decimal places and rounded to 5 decimal places), times 100.

- b) For a member jurisdiction in which the fleet did not accrue distance during the reporting period but in which it has previously been apportioned:
 - (iv) estimate the total distance to be operated during the registration year in all such member jurisdictions; and
 - (v) add this amount to the amount determined in clause (iii) of subsection (a).

The apportionment percentage for each member jurisdiction is the estimated distance attributed to that member jurisdiction divided by the amount determined in clause (ii) of this subsection (calculated to 6 decimal places and rounded to 5 decimal places), times 100.

- c) For purposes of subsection (a), a fleet shall be considered never to have been apportioned in a member jurisdiction if the registrant has neither (i) owned or leased apportioned vehicles during the 18 months prior to the date of its application for apportioned registration, nor (ii) accrued actual distance by operating apportioned vehicles in any member jurisdiction during the reporting period.
- d) If a fleet was apportioned in a member jurisdiction for no more than the last 90 calendar days of the reporting period, the fleet's apportionment percentage for the member jurisdiction may, at the option of the registrant, be calculated under subsection (a) if, with respect to that member jurisdiction, the fleet otherwise meets the qualifications of subsections (a) and (c).

SECTION 415-ADDED JURISDICTIONS

- a) A registrant may, after the beginning of the registration year, add one or more member jurisdictions to those in which its fleet is apportioned.
- b) If the fleet accrued actual distance in an added member jurisdiction during the reporting period, this amount must be used in calculating the apportioned fee for the member jurisdiction, and an estimate of distance may not be used. If the fleet did not accrue actual distance during the reporting period in the member jurisdiction being added, an estimate representing annual distance to be traveled in the member jurisdiction shall be used.
- c) The apportionment percentage for a member jurisdiction to be added shall be:
 - (i) the actual distance or estimate for a member jurisdiction in subsection (b) divided by,
 - (ii) the sum of: the denominator determined under Section 405 for the apportionment percentages of the registrant at the time of its initial application for apportioned registration for the registration year, plus the actual distance or estimate determined for the member jurisdiction in subsection (b), plus the sum of the actual distance or estimates for any other member jurisdiction or member jurisdictions added to its registration by the registrant since the beginning of the registration year,
 - (iii) with the quotient carried to six and rounded to five decimal places and multiplied by 100.
- d) The apportioned fee for the added member jurisdiction shall then be calculated according to Section 400
- e) In no event shall the calculation of an apportioned fee for a member jurisdiction added to a registration during the registration year alter the apportionment percentages previously determined for any other member jurisdiction for the year.

Percentages for the existing jurisdictions will not change at any time during the registration year.

NOTE: Providing an original application (Schedule A/E) has been filed for a current year, the registrant may expand his operation into and through a jurisdiction not previously included by filing a supplemental application (Schedule C) showing the additional member jurisdiction, desired registration weight, and estimated mileage. Be sure to explain why the mileage is being estimated by completing a new Schedule B showing the mileage for the added jurisdiction only, if not using the provided estimated chart.

SECTION 420-NEW FLEETS

- (a) The establishment of a new fleet by an applicant does not in itself qualify the applicant to have the apportioned fees for the new fleet calculated using estimated distance. An applicant may not estimate distance when the new fleet is composed entirely or primarily of vehicles which the applicant operated or over which the applicant exercised control during the reporting period and these vehicles accrued actual distance in the member jurisdictions for which the applicant seeks apportioned registration.
- (b) When a vehicle that has been (i) operated under long-term Lease that includes the vehicle driver and (ii) registered as part of a fleet of apportioned vehicles is sought to be registered under the Plan as a fleet of a single vehicle, the actual distance accrued by the vehicle during the reporting period shall be used to calculate the apportionable fees of the fleet, but only if the operation will reflect the operation under the long term lease.

SECTION 430- FLEET CONSOLIDATION

A registrant may combine two or more existing fleets of its apportioned vehicles. In such a situation, the apportionable fees of the vehicles in the resulting fleet shall be determined according to the actual distances accrued in the reporting period by all the vehicles in the resulting fleet.

SECTION 505-CANCELLATION OF REGISTRATION

The base jurisdiction shall cancel, suspend, or revoke any apportioned registration if the registration was granted erroneously, or if the registrant fails to pay any apportionable fees.

SECTION 600-CREDENTIALS FOR APPORTIONED REGISTRATION

- a) Upon the registration of an apportionable vehicle under the Plan, the base jurisdiction shall issue a cab card and a plate for the vehicle, and these shall be the sole registration credentials issued for the vehicle. The plate shall be identified by having the word “apportioned,” “APP,” or “PRP” and the name of the base jurisdiction. The numbering system and color of the plate shall be determined by the base jurisdiction.
- b) A base jurisdiction shall require that the cab card be carried in the vehicle for which it issued. A base jurisdiction may issue a cab card by electronic means and may permit registrants to use photocopies of cab cards. Member jurisdictions must accept a cab card that has been issued in accordance with the law of the base jurisdiction.
- c) The base jurisdiction shall provide a means by which law enforcement can verify the validity of its cab cards.
- d) The base jurisdiction may charge an additional fee for issuing a cab card and plate.
- e) When the base jurisdiction renews the registration of an apportioned vehicle, the base jurisdiction may, in lieu of issuing a renewal plate, issue a renewal decal to be affixed to the plate already issued for the vehicle, or may, if the base jurisdiction requires neither renewal plates nor renewal decals, issue only a renewal cab card.

- f) The base jurisdiction shall not issue credentials for an apportioned vehicle until the registrant has paid all apportionable fees due or past due.

SECTION 610-CONTENTS OF THE CAB CARD

The cab card issued for an apportioned vehicle shall contain on its face the member jurisdictions where the apportioned vehicle is proportionally registered, the weight (in pounds or kilograms) or number of combined axles for which it is registered in each one, and any other necessary information, including:

- (i) the date the apportioned vehicle was registered, the date of issuance of the cab card, or the effective date of the registration,
- (ii) the expiration date of the cab card (and the enforcement date, if a grace period applies),
- (iii) the model year of the apportioned vehicle,
- (iv) the make of the apportioned vehicle,
- (v) the vehicle identification number of the apportioned vehicle,
- (vi) the assigned number of the plate issued for the apportioned vehicle,
- (vii) the equipment number of the apportioned vehicle,
- (viii) the registrant's name and address, and
- (ix) the account number assigned to the fleet by the base jurisdiction.

SECTION 615-PLATES OF WITHDRAWN VEHICLES

- a) If an apportionable vehicle is withdrawn from a fleet during the registration year because the vehicle has been sold, destroyed, or otherwise removed from the service of registrant, the base jurisdiction may require the registrant to return the plate issued for the vehicle or certify that the plate has been destroyed, lost, stolen, or held for re-use.
- b) The base jurisdiction may reassign the plate to the registrant's replacement vehicle, if there is one.

SECTION 620- TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION (TEAR)

- a) The base jurisdiction may issue temporary evidence of apportioned registration pending the issuance of credentials, and such temporary evidence of apportioned registration shall be recognized by other member jurisdictions.
- b) The temporary evidence of apportioned registration shall identify the member jurisdictions for which the vehicle has been registered and the vehicle weight or other qualifying information for each member jurisdiction. The temporary evidence of registration shall specify the effective date of the vehicle's registration and an expiration date for the temporary evidence of registration that is not later than 60 calendar days following the effective date. The base jurisdiction issuing temporary evidence of apportioned registration shall collect all apportionable fees due to other member jurisdictions with respect to the vehicle, and shall, under Section 1210, promptly suspend the registrations of a registrant which fails to pay all apportionable fees due.
- c) The temporary evidence of apportioned registration may be issued by electronic means so long as it can be verified by law enforcement.

ATTENTION!

EFFECTIVE December 2010 changes were made to the International Registration Plan Inc. that affects the SOUTH CAROLINA IRP INSTRUCTION MANUAL. An addendum of the 16 re-write changes is attached which explains the updates to the existing SOUTH CAROLINA IRP INSTRUCTION MANUAL.

Revised Definitions for:

Apportionable Vehicle
Base Jurisdiction
Established Place of Business
Estimated Distance
Pool Fleet
Rental Fleet
Residence
Total Distance

Please **disregard** the following pages and/or sections in the manuals as they are not applicable to South Carolina's administration of the IRP.

Internet copy of the IRP Manual

Pages 21 and 22 (South Carolina Registration Application Rental Car Allocation Form)
Page 23 "Rental Passenger Vehicles" paragraph

Hard copy of the IRP Manual

Page 18
Page 19
Page 20 "Rental Passenger Vehicles" paragraph

APPORTIONABLE VEHICLE

“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

(i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or

(ii) has three or more Axles, regardless of weight, or

(iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

The intent of the Registrant or Applicant to operate a Vehicle in two or more Member Jurisdictions is to be considered as an objective fact, determined from all the circumstances of the particular case. The fact that a Vehicle is not used in more than one Jurisdiction for the entirety of a Registration Year and for six additional months gives rise to a presumption that the Registrant did not intend to use the Vehicle in more than one Member Jurisdiction. Such a presumption may be overcome, however, by other circumstances presented by the Registrant.

BASE JURISDICTION

“Base Jurisdiction” means the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

ESTABLISHED PLACE OF BUSINESS

“Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant.

This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

ESTIMATED DISTANCE

"Estimated Distance" means either (i) the anticipated distance a Fleet is expected to travel in a Member Jurisdiction during an applicable Registration Year as reported by an Applicant or (ii) the distance assigned to the Fleet by the Base Jurisdiction as determined in Section 320.

POOL

"Pool," with respect to motor bus operations, means an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic, services, or any part of their earnings.

RENTAL FLEET

"Rental Fleet" means Vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

RESIDENCE

"Residence" means the status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

TOTAL DISTANCE

"Total Distance" means all distance, including that accrued on Trip Permits, operated by a Fleet of Apportioned Vehicles in all Member Jurisdictions during the Reporting Period.